

Student Accounts Receivable

Helpful Information

Payment Options

Bill Payment

Your student account balance and account activity including, charges, payments, scholarship/financial aid awards and payment plans are available in [Banner Self-Service\(Student\)](#).

UB Online Payment Portal

The quickest and most efficient option is to pay via the online Payment Portal in [Banner Self-Service\(Student\)](#).

The payment portal accepts Visa or MasterCard credit card, or debit card.

Payments via the online Payment Portal are applied to the student's account in real-time.

In Person

You may pay in person at the Cashiers' Cage during operating hours.

Visa or MasterCard credit, or debit cards, cash, bank drafts and cheques drawn on corporate entities are accepted as payment.

Payments at the Cashiers' Cage are applied to the student's account in real-time.

Operating Hours:

- a) Cashiers' Cage Portia Smith Building, **Oakes Field Campus:**
Monday through Friday, 9:00 am - 1:00 pm
- b) Cashiers' Cage Teacher's Credit Union Building, **UB-North Campus:**
Tuesday through Thursday, 9:00 am - 1:00 pm and 2:00 pm - 4:00 pm;
Friday 9:00 am - 1:00 pm

Online Direct Deposit/ Wire Transfers – Local Transfers

For local online direct deposit/wire transfer, please use the following information:

Direct Deposit/Wire Transfer Instructions – Local Transfers

Beneficiary Bank: Royal Bank of Canada

John F. Kennedy Drive Branch

Branch Code: 05165

Beneficiary Name: University of The Bahamas – Book account

Beneficiary Account Number: 1067982

Beneficiary Address: University Drive, Nassau Bahamas

Additional Information: Include (a) Student's Full Name and ID Number, (b) Bank Account Holder's Full Name (if different from Student's Name) and (c) Reason for payment

In Addition: After payment is completed using the above instructions, send an email confirmation of payment to Business Office - Accounts Receivable, email (accountsreceivable@ub.edu.bs), with a clear image of the completed payment receipt with the payment details.

A minimum of three (3) business days from the execution date of the local online direct deposit/wire transfer and receipt of the email confirmation of payment is required for processing the payment to the student's account.

Wire Transfers – International Transfers

For international transfers, please use the following information:

International Wire Transfer Instructions (All Information Required)

Intermediary Bank Name: Royal Bank of Canada

Chase Manhattan Bank, New York

Intermediary Bank SWIFT Code: CHASUS33

Intermediary Bank ABA Number (US): 021000021

Credit Account 0011188448

Beneficiary Bank Name: Royal Bank of Canada

Beneficiary Bank Address: John F. Kennedy Drive Branch, Nassau

Beneficiary Bank Country: Bahamas

Beneficiary Bank SWIFT Code: ROYCBSNS

Final Beneficiary Account Name: University of The Bahamas – Book Account

Final Beneficiary Branch: John F. Kennedy Drive Branch

Final Beneficiary Branch Code: 05165

Final Beneficiary Account Number: 1067982

Final Beneficiary Address: University Drive, Nassau Bahamas

Additional Information: Include (a) Student's Full Name and ID Number, (b) Bank Account Holder's Full Name (if different from Student's Name) and (c) Reason for payment

In Addition: After payment is completed using the above instructions, send an email confirmation of payment to Business Office - Accounts Receivable, email (accountsreceivable@ub.edu.bs), with a clear image of the completed payment receipt with the payment details.

A minimum of five (5) business days from the execution date of the international wire transfer and receipt of the email confirmation of payment is required for processing the payment to the student's account.

UB Online Payment Plans

The University of The Bahamas Online Deferred Payment Plan (Payment Plan) is a voluntary short-term instalment payment option offered to provide budgetary assistance in meeting a student's semester tuition and fee expenses.

Information on the Deferred Payment Plan is on the University's website at <https://www.ub.edu.bs/admissions/deferred-payment-plan/>.

UB students who are Bahamian citizen, Bahamian resident, or both, who wish to defer their semester payments, may enroll in a Payment Plan once they meet the **eligibility requirements**.

The UB Payment Plan is available online as a payment option within [Banner Self-Service\(Student\)](#). When you log into your Banner Self-Service(Student) account, the "Online Payment, Payment Plans and Account Activity" tab appears. Click the button, and the "Enroll in Payment Plan" option will appear under Student Account. Selecting the "Enroll in Payment Plan" option takes you to the Payment Plan Enrollment page. Select the semester you may enroll in and review the Payment Plan details.

Before enrollment, you are required to:

- a) Schedule the instalment payments to be automatically deducted from the card provided on the instalment payment due and
- b) Acknowledge and accept the Payment Plan terms and conditions.

Once you check "I agree to the terms and conditions" and click "Continue" your payment will begin to process.

Eligibility Requirements

Student must meet eligibility requirements; including:

- a) Minimum \$300.00 outstanding balance in Tuition and Fees
- b) Must be a Bahamian Citizen and/or Bahamian Resident
- c) Must have paid all prior semesters/sessions account balances in full

Financial Hold

A Financial Hold is placed on a student's account if the student has an outstanding balance after the final deregistration. The Financial Hold will prevent student services such as the release of

official transcripts, diplomas, grades, and future registration for courses until the outstanding balance is paid in full.

Once the account balance is paid in full, the Financial Hold is released in real-time.

Other Holds

Other university entities, such as Registrar's Office, Office of Admissions, your programme office, may place a hold on your account for different reasons. The office that initiated the hold is displayed on your account in [Banner Self-Service\(Student\)](#). Please contact the relevant office to discuss the requirements must be met to have the hold removed.

Refunds and Tuition Penalty

What does "Tuition Penalty" Mean?

In accordance with the University's Refund Schedule, students receive a refund ranging from 90% to 0% for courses Dropped after the end of (a) Registration for Returning Students and (b) Registration for New Students. The amount not refunded is the Tuition Penalty; as an example, if 90% is refunded, the Tuition Penalty is the 10% not refunded.

Information on Refunds and Tuition Penalty is on the University's website at <https://www.ub.edu.bs/admissions/tuition-fees/>.

Helpful Points

1. Refund Schedule

- a. The Refund Schedule is applicable to all students, NEW and RETURNING, including students registering during Late Registration.
- b. New Students are not charged the Tuition Penalty before classes begin.

2. Dropping A Course

- a. If a course is Dropped, the Tuition Penalty will be assessed. The Tuition and Fee Charge for the dropped course is reversed 100% and appears as a – (negative) Charge on the student's account.
- b. Simultaneously, the Tuition Penalty is charged to the student's account at the applicable Penalty Percentage rate.

Example:

- Student Dropped a course during the first week of classes resulting in:
 - \$-400.00 Tuition Charge reversed,
 - \$100.00 Tuition Penalty charged (\$400.00 x 25% Penalty Percentage).

See example below, paying attention to the items highlighted in red.

Student Account - Fall 2021 - Account Activity

Description	Code	Date	Amount
Tuition Penalty	TRFD	8/28/21	\$100.00
Tuit UL ResPsyc Soci&SocWrk	TCPS	8/28/21	-\$400.00
Credit Card Payment	CCRD	8/2/21	-\$328.00
Bahamas Government Tertiary Gr	SGTF	7/9/21	-\$2,020.00
Tuit UL ResPsyc Soci&SocWrk	TCPS	7/7/21	\$400.00
Tuition UL Res Nursing	TCNU	7/7/21	\$400.00
Tuition UL Res Nursing	TCNU	7/7/21	\$600.00
Tuition UL Res Forgn Lang	TCFL	7/7/21	\$300.00
Student Insurance VAT	FVAT	7/7/21	\$3.00
Technology Fee	FTCH	7/7/21	\$120.00
Library Fee - Main	FLBM	7/7/21	\$50.00
Student Insurance Fee	FINS	7/7/21	\$25.00
Capital Development Fee	FCAP	7/7/21	\$100.00

3. Swapping of Courses

During the Same Refund Period for the Same Number of Bill Hours

- a. If a student Adds a course and then Drops a course for the **same number of Bill Hours during the same refund period**, no Tuition Penalty will be assessed.
- b. If a student Drops a course and then Adds a course for the **same number of Bill Hours during the same refund period**, the Tuition Penalty previously charged for the Dropped course is reversed, and appears as a – (negative) charge on the student’s account.

Example:

- Student Dropped a course during the first week of classes resulting in:
 - \$-345.00 Tuition Charge reversed, and
 - \$86.25 Tuition Penalty charged ($\$345.00 \times 25\%$ Penalty Percentage).
- Student then Added a course during the first week of classes for the **same number of Bill Hours** resulting in:
 - \$345.00 Tuition Charge added
 - \$-86.25 Tuition Penalty previously charged reversed.

See example below, paying attention to the items highlighted in red.

Student Account - Fall 2021 - Account Activity

Description	Code	Date	Amount
Tuition Penalty	TRFD	8/28/21	-\$86.25
Tuition UL Res Mathematics	TCMT	8/28/21	\$345.00
Tuition Penalty	TRFD	8/28/21	\$86.25
Tuition UL Res Mathematics	TCMT	8/28/21	-\$345.00
Credit Card Payment	CCRD	8/2/21	-\$473.00
Tuition UL Res Nursing	TCNU	7/14/21	\$1,840.00
Tuition UL Res Mathematics	TCMT	7/14/21	\$345.00
Tuition UL Res Allied Hlth	TCAH	7/14/21	\$230.00
Student Insurance VAT	FVAT	7/14/21	\$3.00
Technology Fee	FTCH	7/14/21	\$120.00
Library Fee - Main	FLBM	7/14/21	\$50.00
Student Insurance Fee	FINS	7/14/21	\$25.00
Capital Development Fee	FCAP	7/14/21	\$100.00

During the Same Refund Period for A Different Number of Bill Hours

- a. If a student Adds a course and then Drops a course with **less Bill Hours** (than the Bill Hours of the Added course) **during the same refund period**, no Tuition Penalty is applied.
- b. If a student Drops a course and then Adds a course with **less Bill Hours** (than the Bill Hours of the Dropped course) **during the same refund period**, the Tuition Penalty previously charged for the Dropped course is reversed and the Tuition Penalty is charged on the difference in **Bill Hours**.

Example:

- Student Dropped a course during the first week of classes resulting in:
 - \$-900.00 Tuition Charge and \$-25.00 Lab Fee reversed
 - \$225.00 Tuition Penalty charged ($\$900.00 \times 25\%$ Penalty Percentage).
- Student subsequently Adds a course during the first week of classes **for less Bill Hours** resulting in:
 - \$600.00 Tuition Charge added
 - \$-225.00 Tuition Penalty previously charged reversed
 - \$75.00 recalculated Tuition Penalty charged on the difference in Tuition Charge between the dropped course and the added course ($\$900.00 - \$600.00 = \$300.00 \times 25\% = \75.00).

See example below, paying attention to the items highlighted in red.

Student Account - Fall 2021 - Account Activity

Description	Code	Date	Amount
Tuition Penalty	TRFD	8/28/21	\$75.00
Tuition Penalty	TRFD	8/28/21	-\$225.00
Tuition UL Res Arch & Tech	TCAT	8/28/21	\$600.00
Tuition Penalty	TRFD	8/28/21	\$225.00
Tuition UL Res Arch & Tech	TCAT	8/28/21	-\$900.00
Lab Fee Arch & Techn	FLAT	8/28/21	-\$25.00
Credit Card Payment	CCRD	8/4/21	-\$1,428.00
Tuition UL Res Arch & Tech	TCAT	7/7/21	\$600.00
Lab Fee Arch & Techn	FLAT	7/7/21	\$100.00
Tuition UL Res Arch & Tech	TCAT	7/7/21	\$900.00
Lab Fee Arch & Techn	FLAT	7/7/21	\$25.00
Tuition UL Res Mathematics	TCMT	7/7/21	\$400.00

During Different Refund Periods

- If a student Drops a course in one refund period and then Adds a course in another refund period, the Tuition Penalty is not reversed.
- If a student Adds a course in one refund period and then Drops a course in another refund period, the Tuition Penalty is charged.

4. Course Cancellation

If a course is cancelled by the University, no Tuition Penalty is applied.

Account Activity/"Term Balance" With (-) Minus Sign

When viewing your Account Activity information in Banner Self-Service Student:

- A (-) minus sign in front of an amount in the "Amount" column means it is a payment applied to your account; e.g. scholarship, Tertiary Grant, credit card payment.
- A (-) minus sign in front of the amount in "Term Balance" means your account has a credit balance for that particular semester, and therefore no payment is due for that semester.

Student Account - Spring 2021 - Account Activity

Description	Code	Date	Amount
Tuition Refund Penalty	TRFD	1/29/21	\$25.00
Drop/Add Fee	DRAD	1/29/21	\$25.00
Trans from Fall 20 to Spr 21	CCRD	1/27/21	-\$414.79
Bahamas Government Tertiary Gr	SGTF	1/15/21	-\$1,815.00
Bahamas Government Tertiary Gr	SGTF	1/15/21	\$1,915.00
Tuition UL Res Comp Sys	TCCS	1/13/21	-\$345.00
Tuition UL Res Biology	TCBL	1/13/21	\$345.00
Lab Fee Computer Info Systems	FLCS	1/13/21	-\$100.00
Bahamas Government Tertiary Gr	SGTF	12/16/20	-\$1,915.00
Tuition UL Res English	TCEN	11/16/20	\$345.00
Tuition UL Res Visual Arts	TCVP	11/16/20	\$345.00
Tuition UL Res Primary Edu	TCPE	11/16/20	\$460.00
Tuition UL Res Comp Sys	TCCS	11/16/20	\$345.00
Activity Fee	FACT	11/16/20	\$50.00
Lab Fee Childhood & Primary Ed	FLPE	11/16/20	\$100.00
Lab Fee Computer Info Systems	FLCS	11/16/20	\$100.00
Technology Fee	FTCH	11/16/20	\$120.00
Library Fee - Main	FLBM	11/16/20	\$50.00
Capital Development Fee	FCAP	11/16/20	\$100.00
Term Balance:			-\$264.79
Term Balance Including Estimated Aid:			-\$264.79

When your account has an outstanding balance that is owed, the amount in “Term Balance” does not have a (-) minus sign, meaning this amount is to be paid for this particular semester.

Student Account - Spring 2021 - Account Activity

Description	Code	Date	Amount
Drop/Add Fee	DRAD	2/25/21	\$25.00
Late Payment Fee	FLPT	1/21/21	\$150.00
Bahamas Government Tertiary Gr	SGTF	1/17/21	-\$2,290.00
Bahamas Government Tertiary Gr	SGTF	1/16/21	\$2,635.00
Credit Card Payment	CCRD	12/30/20	-\$100.00
Bahamas Government Tertiary Gr	SGTF	12/16/20	-\$2,635.00
Tuition UL Res Arch & Tech	TCAT	11/15/20	\$575.00
Tuition UL Res Mathematics	TCMT	11/15/20	\$460.00
Tuition UL Res Arch & Tech	TCAT	11/15/20	\$1,380.00
Activity Fee	FACT	11/15/20	\$50.00
Technology Fee	FTCH	11/15/20	\$120.00
Library Fee - Main	FLBM	11/15/20	\$50.00
Capital Development Fee	FCAP	11/15/20	\$100.00
Term Balance:			\$520.00
Term Balance Including Estimated Aid:			\$520.00

Contact Information

Email: accountsreceivable@ub.edu.bs

Telephone: 302-4513 or 302-4299

