



**Submit completed form to the Business Office, Accounts Receivable Department, Oakes Field or Northern Bahamas Campus, for review. Incomplete applications will NOT be considered.
If approved, the initial payment is due IN FULL IMMEDIATELY.**

APPROVAL CRITERIA

- Must be a Bahamian citizen or resident.
- Must provide proof of ability to maintain satisfactory payment requirements.

GENERAL INSTRUCTIONS

The following documents must be submitted with this form:

- Job letter (including salary information) from Student/Parent/Guardian/Sponsor;
- Copy of the relevant pages of a valid passport (showing passport number, photo identification and expiration date) or valid government ID (*Initial application only*);
- Copy of UB acceptance letter (new students only); and
- Copy of bill for upcoming semester.

CAMPUS: Grosvenor Close Oakes Field Northern Bahamas Other _____

ENROLMENT STATUS: New Student Returning Student Continuing Education Student

STUDENT'S PERSONAL INFORMATION (*Please print or type*)

SURNAME		FIRST NAME		MIDDLE INITIAL	
STUDENT NUMBER		SEMESTER		CURRENT ADDRESS	
PERMANENT HOME ADDRESS				P.O. BOX	
E-MAIL ADDRESS		HOME PHONE		CELL PHONE	

STUDENT'S EMPLOYMENT INFORMATION

CURRENT PLACE OF EMPLOYMENT		EMPLOYER NAME	
PHONE CONTACT		EXT.	
		COMPANY P.O. BOX & STREET ADDRESS	

THIRD PARTY INFORMATION: Parent/Guardian/Sponsor (*If assisting with payment*)

SURNAME		FIRST NAME		MIDDLE INITIAL	
PLACE OF EMPLOYMENT		OCCUPATION		WORK PHONE	
ANNUAL INCOME (PROOF IS REQUIRED)		<input type="checkbox"/> Under \$10,000		<input type="checkbox"/> \$10,000 - \$19,999	
				<input type="checkbox"/> \$20,000 - \$29,999	
				<input type="checkbox"/> \$30,000 +	

TERMS OF AGREEMENT:	
PROCESSING FEE:	\$50.00 per semester
INITIAL PAYMENT:	1/3 rd of the bill (inclusive of tuition, lab fees & other incidental fees) payable upon receipt of application form.
SUBSEQUENT PAYMENT:	For returning students: the 2/3 rd deferred balance is due in two equal subsequent monthly instalments beginning from time of initial payment. For new students: the 2/3 rd deferred balance is due in two equal subsequent monthly instalments not later than September 30 and October 31 (Fall Semester) or January 31 and February 28 (Spring Semester).
PENALTIES:	A \$50.00 penalty fee will be charged on each outstanding instalment and/or incomplete instalment.

DEFERRED PAYMENT CALCULATION (FOR OFFICIAL USE ONLY)				
Tuition & Fees	\$	_____		
LESS: Scholarship/Award	\$	(_____)		
Net Balance	\$	_____	Processing Fee:	Initial Payment:
1/3 rd Tuition & Fees	\$	_____	\$50.00	\$
	\$	_____		
Deferred Tuition	\$	_____	\$	\$
	\$	_____		
Due Date 2 mm/dd/yy	Instalment 2	Due Date 3 mm/dd/yy	Instalment 3	TOTAL

1. I understand that University of The Bahamas will withhold all academic privileges (including registration materials, grades, transcripts and all information regarding my records) if I am in arrears in the payment of tuition and all other charges for the respective semester.
2. I understand that withdrawal from courses or from UB will not alter my obligation to pay any portion of the deferred amount outstanding at the time of withdrawal.
3. I agree to pay any adjustments on my plan if any courses are added after the initial payment is made.
4. I have read and fully understand the information and terms stated and attest to the truth of all statements made and agree to fulfill the terms of the payment plan as described herein.

Student Name: _____ **Signature:** _____ **Date:** _____
(Print)

Parent/Guardian/Sponsor Signature: _____ **Date:** _____
(If Parent/Guardian/Sponsor is responsible for payment)

<u>FOR OFFICIAL USE ONLY</u>	
I _____ hereby confirm the above student has met the application requirements.	
SIGNATURE _____	DATE: _____