

# PAYMENT OPTIONS

UWI School Of Business and Applied Studies offer you 5 options to make your payment :

1. **Online Banking Transfer**
2. **Manager's Cheque (Bank Draft)**
3. **Online Visa Debit/Credit Card Payment**
4. **In-person Debit/Credit Card Payments at the CSR** (effective 1<sup>st</sup> August 2022)
5. **Direct Deposit to our Republic Bank Account** (effective 1<sup>st</sup> August 2022)

## 1. Online Banking Transfer

*(This facility is only available through First Citizens Bank, Scotiabank, Republic Bank Limited and RBC Royal Bank)*

### **Transfers Using FCB Online Banking :**

*Beneficiary Name : UWI-Roytec*

*Bank : CIBC First Caribbean International Bank*

*Account Number : 1000945*

*Branch : Maraval*

*Transit/ABA No: 010100602*

*Account Type : Chequing*

### **Transfers Using Scotiabank/ Republic Bank Ltd & RBC Royal Bank**

*Beneficiary Name: UWI School of Business and Applied Studies Limited (UWI-ROYTEC)*

*Bank: CIBC First Caribbean International Bank*

*Account Number: 0001000945*

*Branch: Maraval*

*Transit/ABA No: 010100602*

*Account Type: Chequing*

*Currency: TTD*

### **Step 1: Make online bank transfer**

Create payee via internet banking and enter payee details as per information above. Once created, enter the amount to be transferred and include in the payment description the following:

- Student Name
- Payment Details (Registration fees, Tuition fees, Application fees etc.)

### **Step 2: Snapshot your Transfer**

Kindly take a snapshot of your online bank transfer confirmation by pressing the

print screen button of your keyboard or using the snipping tool.

### Step 3: Inform Us

To confirm your transfer/payment please paste your snapshot in a new email message window addressed to [corporatetraining@roytec.edu](mailto:corporatetraining@roytec.edu) and [bursar@roytec.edu](mailto:bursar@roytec.edu) and in the subject of your email "Student Name-Bank Transfer" e.g. "John Smith-Bank Transfer"

## 2. Manager's Cheque

- a. Visit the branch of the Commercial Bank you have an account with (or any Commercial Bank Branch nearest/convenient to you) and request a TTD Manager's Cheque.
- b. The Managers Cheque is to be made out in the name of "UWI School of Business and Applied Studies Limited" and the "by order" of information is to contain the name of the student who the payment is being made for.
- c. Visit our CSR Desk located at UWI-ROYTEC 136-138 Henry Street Port of Spain to have the Manager's Cheque receipted (effective 1<sup>st</sup> Aug 2022).

## OR

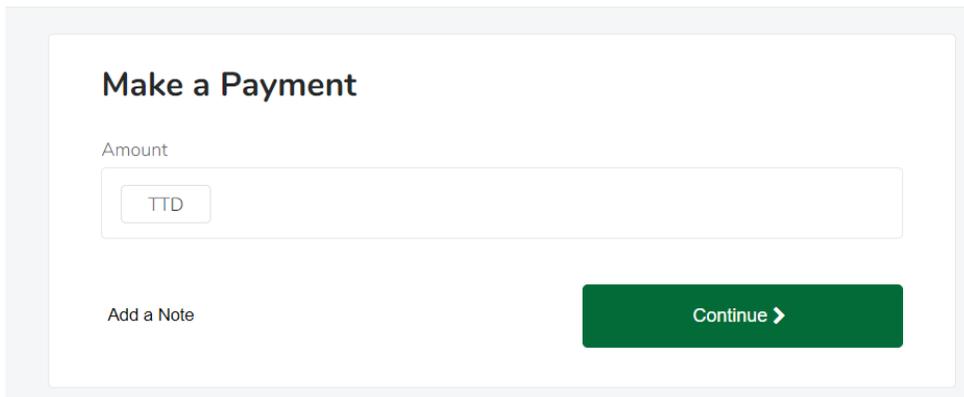
- d. Scan or take a Pic of the Managers Cheque and send an email to [corporatetraining@roytec.edu](mailto:corporatetraining@roytec.edu) alerting us that you are in the process of mailing said Managers cheque to our attention.
- e. Visit the nearest TTPOST office and purchase a TRACKPAK (Cost is \$28.50) to be sent to:  
**The Accounting Department,  
UWI School of Business and Applied Studies Limited,  
136-138 Henry Street,  
Port of Spain 101010.**
- f. Delivery of said is usually within 24 - 48hrs.

## 3. VISA Debit Card/Credit Card Payments

Step 1: Visit our link below to access the payment page.

**Please note that presently you can also use a Scotiabank and First Citizens Bank Debit Visa Card (the new ATM cards being rolled out by said Banks) if you do not presently have a credit card**

Please click the link to make payment. [Pay Now!](#)



**Make a Payment**

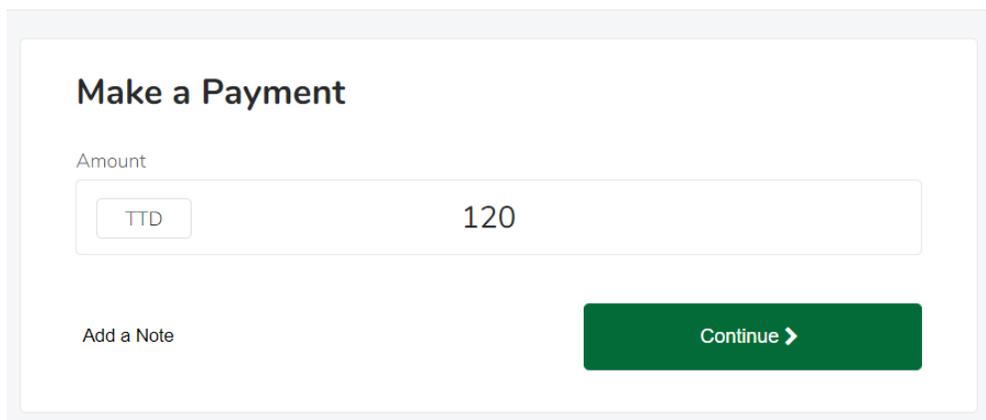
Amount

TTD

Add a Note

Continue >

Step 2: Enter the amount to be paid and click “Continue”



**Make a Payment**

Amount

TTD 120

Add a Note

Continue >

Step 3: Enter the **STUDENT** Contact Information and Billing address and then click “Continue”

**NOTE:**

The Billing Address must match the address of the “owner” of the Credit or Debit Visa cards.

# Make a Payment

TTD

120.00

## Contact Information

First Name

John

Last Name

Doe

Email

20190101@roytec.edu

Phone

221-XXXX

## Billing Address

Street, House #, Other Signs...

136-138 Henry Street

Country

Trinidad And Tobago

State/Province

Port Of Spain



City

Port of Spain

← Back

Continue →

## Step 4: Enter the Debit/Credit Card Payment Information and click "Pay Now"



### Make a Payment

TTD 120.00

Method: Credit/Debit Card

Payment Option

Credit/Debit Card

Payment Information

Name on card

John Doe

Credit card number

49014901XXXX2000

Expiration Date CVV

03/22 000

[← Back](#) [✓ Pay Now](#)

By clicking on "Pay Now" you hereby confirm that you have read, understand and accepted the Terms and Conditions and Privacy Policy.

## Step 5: Inform Us

Please forward your payment receipt (from Roytec [<mailto:no-reply@fygaro.com>]) to [corporatetraining@roytec.edu](mailto:corporatetraining@roytec.edu) with the following details:

- Student Name
- Payment Details (Registration fees, Tuition fees, Application fees etc.)

#### **4. In-person Debit Card/Credit Card Payments at the CSR (effective 1<sup>st</sup> Aug 2022)**

- i. Visit UWI-ROYTEC located at 136-138 Henry Street, Port of Spain.
- ii. Inform our Security Officers that you are here to make a payment.
- iii. You will be directed to the CSR Counters where your payment will be processed and a receipt issued immediately.

#### **5. Direct Deposit to our Republic Bank Account (effective 1<sup>st</sup> Aug 2022)**

- i. Visit UWI-ROYTEC located at 136-138 Henry Street, Port of Spain.
- ii. Inform our Security Officers that you are here to collect a Direct Deposit Slip to make a payment.
- iii. You will be directed to the CSR Counters where you will be issued a Direct Deposit Slip.
- iv. Fill out all appropriate and relevant fields on the slip as it pertains to the payment you are executing.
- v. Visit any branch of Republic Bank Limited to have the payment you are making process by a Republic Bank Limited CSR
- vi. Ensure that you receive two (2) stamped carbon copies of the deposit slip (one copy will be retained by the RBL CSR).
- vii. Retain one slip for your records and either return to the CSR counter at UWI-ROYTEC with the other deposit slip to be receipted **OR**
- viii. E-mail [corporatetraining@roytec.edu](mailto:corporatetraining@roytec.edu) a scanned copy or legible picture of the stamped deposit slip to be receipted.

**Note: If after utilizing options 1 to 3 you have not received a receipt from UWI School of Business and Applied Studies Limited after two weeks (14 days) of advising us of the payment, please send an email to the Accounting Department at: [bursar@roytec.edu](mailto:bursar@roytec.edu).**

#### **Your email should state:**

- Subject of email: Enquiry on payment made (your name)
- Within the email:
  - State the date and the screenshot / scanned copy that was sent in your original email
  - The payment details being you are enquiring.