

**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS
INTRODUCTION OF ADMINISTRATIVE PROCESSING FEES**

Background

At present, the Campus does not charge a fee for the various registration-related changes that students frequently request after initial registration. Many of these changes are highly time-consuming and, in larger Faculties such as Social Sciences, the volume of such requests places considerable strain on administrative systems and staff.

Currently, students are free to make multiple post-registration changes without restriction, resulting in significant manual processing by Faculty staff. To encourage students to consider their decisions more carefully before submitting change requests—and to help offset the administrative cost of facilitating these adjustments—it is proposed that a nominal processing fee be introduced for the following categories of changes:

1. **Change of Option Requests (within Faculty) – BDS \$20**
Students who were not initially accepted into their preferred major may accept an alternative placement with the intention of transferring to their desired major after demonstrating satisfactory academic performance.
2. **Transfer Requests (to Other Faculties and UWI Campuses) – BDS \$20**
This applies to students seeking to transfer from one Faculty/Campus to another, for example, from the Faculty of Science & Technology to the Faculty of Medical Sciences, or from UWI Cave Hill to UWI Mona, after one or two years of study.
3. **Require to Withdraw (RTW) Waiver Requests – BDS \$20**
These requests are made by students seeking to resume/continue studies after being required to withdraw for academic reasons.
4. **Late Withdrawal Requests (per course) – BDS \$20**
These requests are made after the add/drop deadline, at which point the Government of Barbados would already have been billed for the student's enrolment. While the fee should remain modest to encourage compliance, it serves to recover part of the administrative cost involved. Late withdrawals are often linked to extenuating personal circumstances.
5. **Requests for Cross Campus Registration – BDS \$50**
This applies to students seeking to take courses at other campuses, whether at Summer or Semesters 1 and 2.

Recommendation

The introduction of these fees is intended primarily as an administrative fee and to encourage students to give greater consideration before making post-registration changes. Each of these processes currently requires manual intervention by Faculty staff and contributes significantly to administrative workload.

It is therefore recommended that the Finance and General Purposes Committee approve the introduction of the above fees, effective from the next academic year, to support more efficient management of post-registration processes and to partially offset associated administrative costs.

***The Bursary
Cave Hill
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