

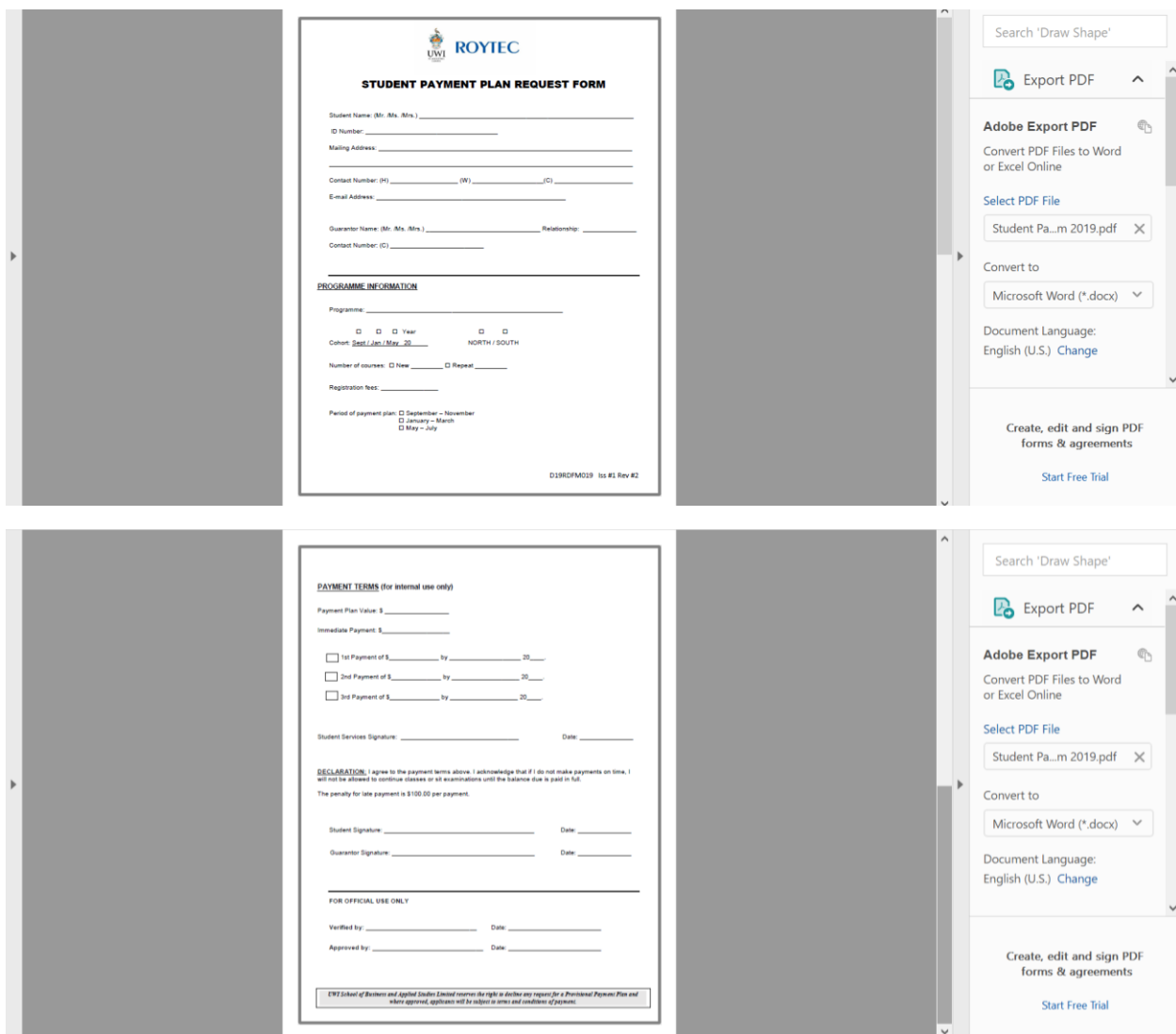
How to request a payment plan?

Please follow the steps below to complete a payment plan request.

Step 1

Download the pdf document named – ‘Student Payment plan form’, which can be accessed through Student Forms under Online Resources on the website www.roytec.edu.

The form is two pages of which you are required to fill out the first page. The form will look like:



STUDENT PAYMENT PLAN REQUEST FORM

Student Name: (Mr. Ms. Mlle.) _____
ID Number: _____
Mailing Address: _____
Contact Number: (H) _____ (W) _____ (C) _____
E-mail Address: _____

Guarantor Name: (Mr. Ms. Mlle.) _____ Relationship: _____
Contact Number: (C) _____

PROGRAMME INFORMATION

Programme: _____
Cohort: Year NORTH / SOUTH
Number of courses: New Repeat _____
Registration fees: _____
Period of payment plan: September – November
 January – March
 May – July

D19RDFM019 Iss #1 Rev #2

PAYMENT TERMS (for internal use only)

Payment Plan Value: \$ _____
Immediate Payment: \$ _____

1st Payment of \$ _____ by _____ 20____
 2nd Payment of \$ _____ by _____ 20____
 3rd Payment of \$ _____ by _____ 20____

Student Services Signature: _____ Date: _____

DECLARATION: I agree to the payment terms above. I acknowledge that if I do not make payments on time, I will not be allowed to continue classes or sit examinations until the balance due is paid in full.
The penalty for late payment is \$100.00 per payment.

Student Signature: _____ Date: _____
Guarantor Signature: _____ Date: _____

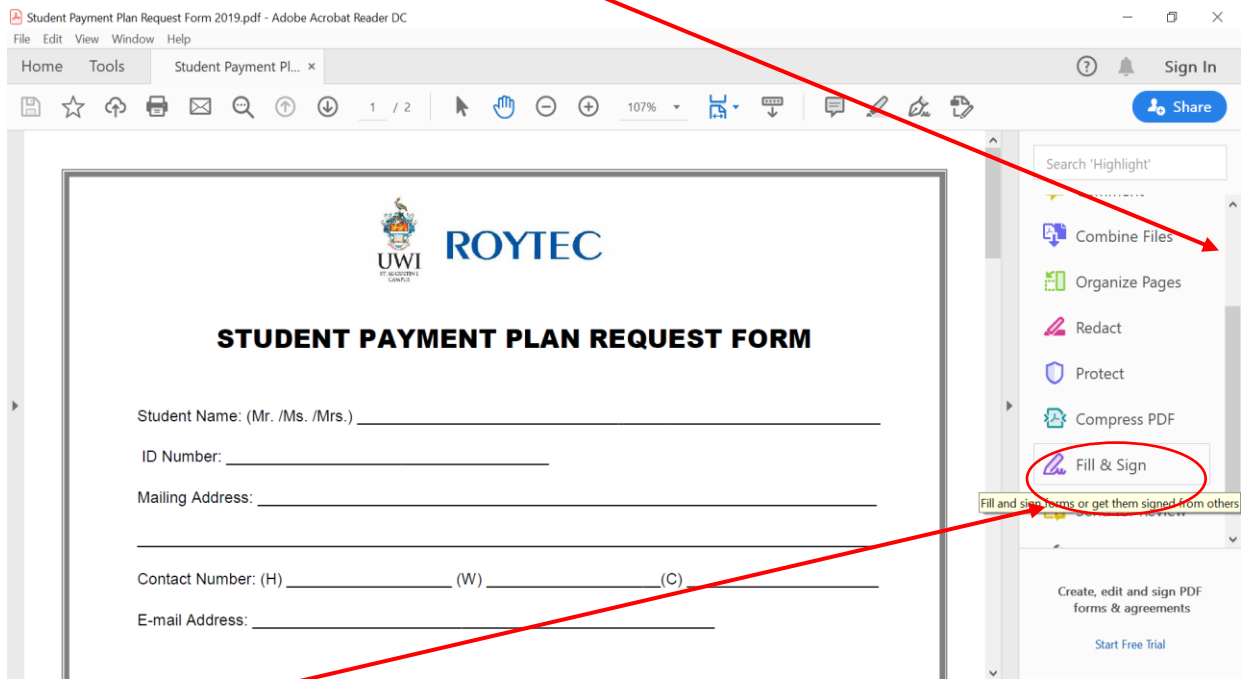
FOR OFFICIAL USE ONLY

Verified by: _____ Date: _____
Approved by: _____ Date: _____

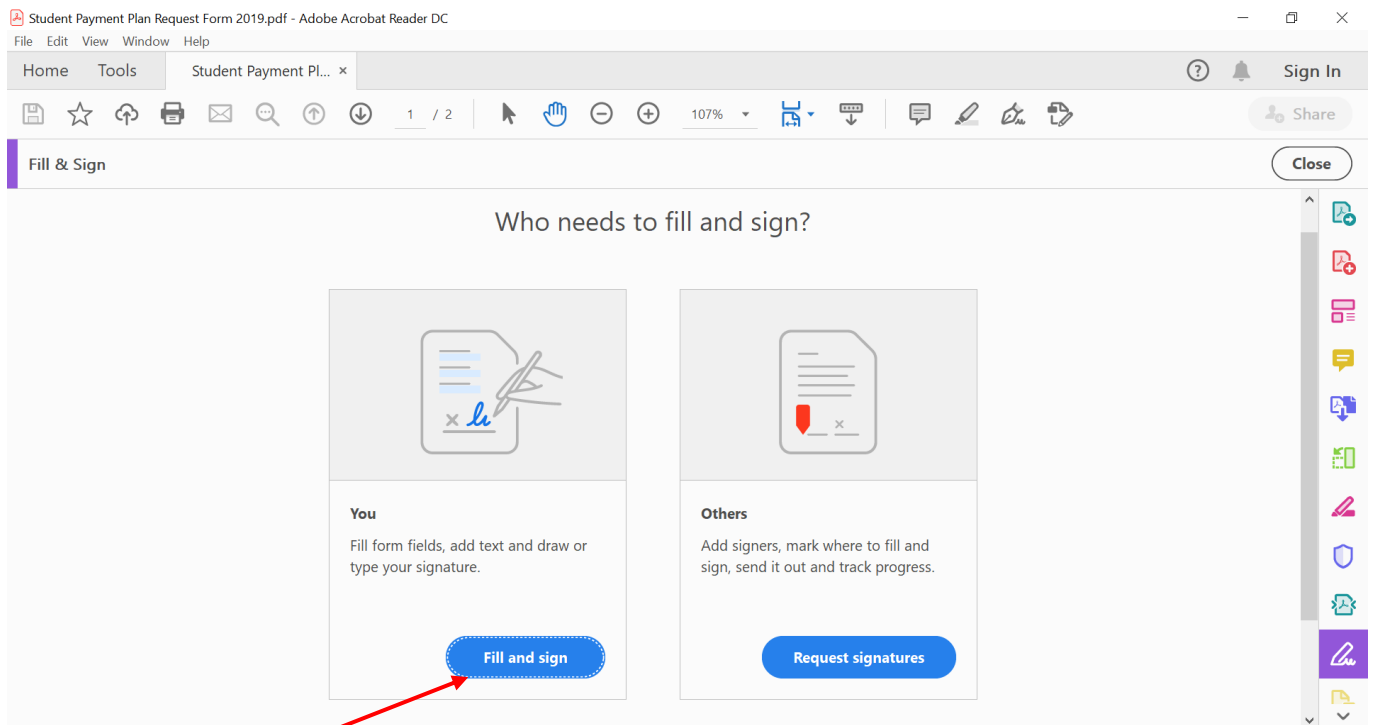
ROYTEC School of Business and Applied Studies Limited reserves the right to alter any request for a Provisional Payment Plan and when approved, applicants will be subject to terms and conditions of payment.

Step 2

When the document opens, scroll on the right hand side until you see “Fill & Sign” circled in red below.



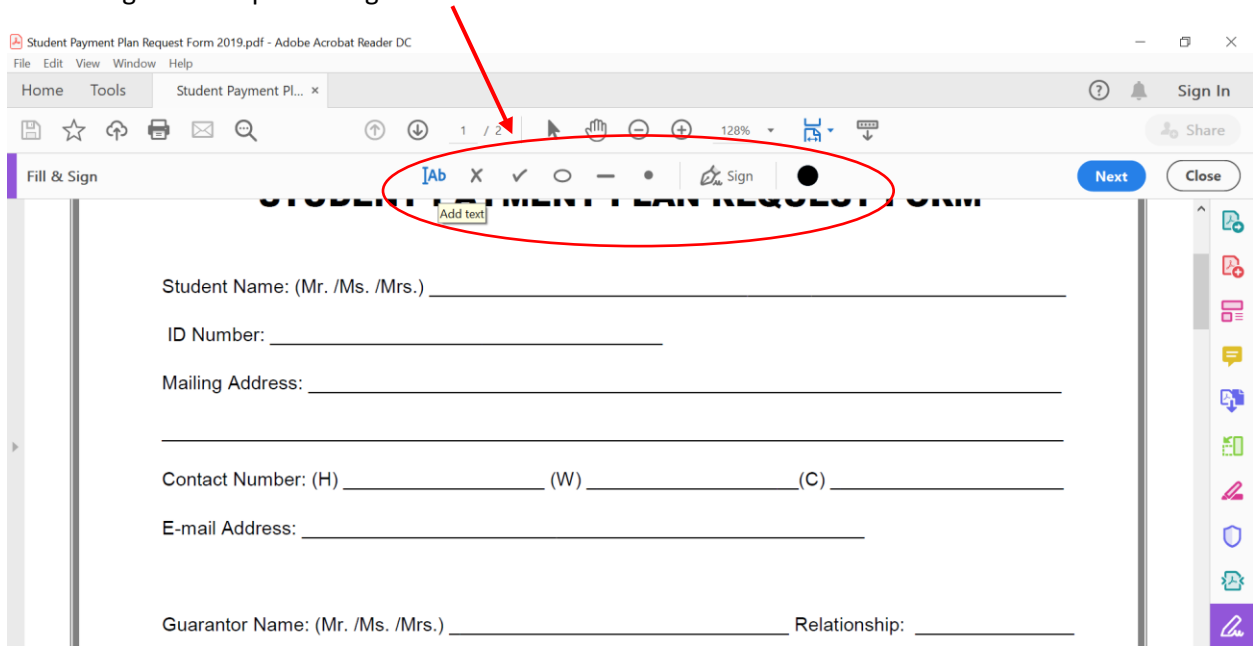
Click on Fill & Sign. The document will now look like this:



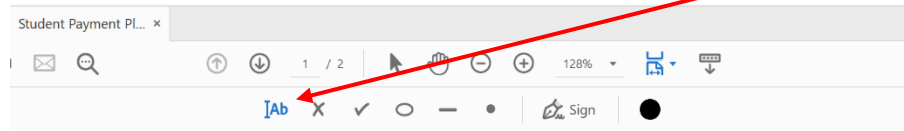
Click the blue box marked Fill and sign

Step 3

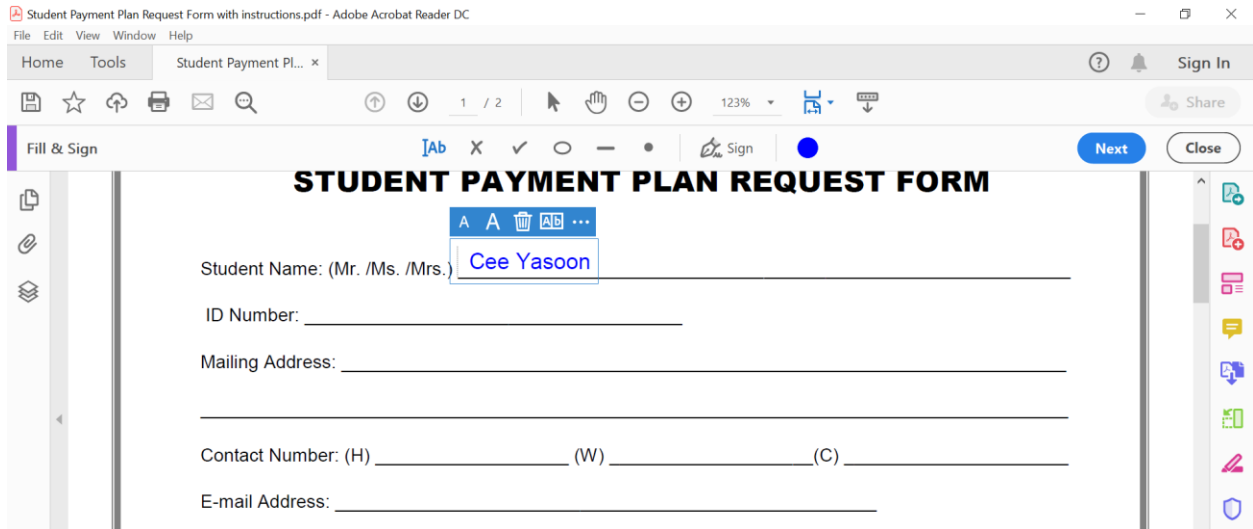
Start filling in the request using this new bar of icons.



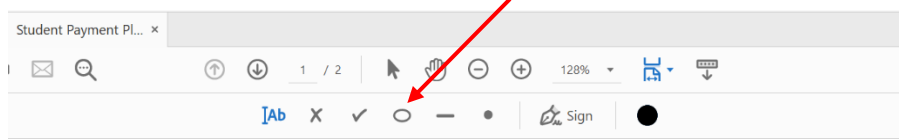
For each line where you need to add words, hover mouse over the]Ab icon and click this button



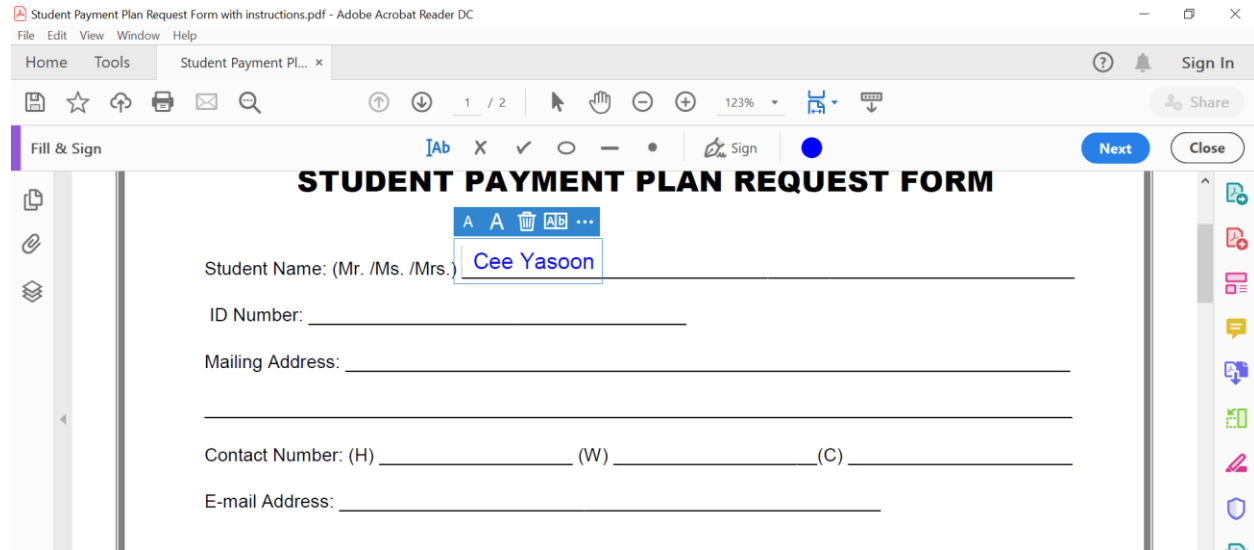
It will look like:



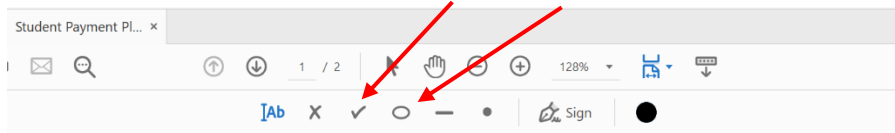
When you want to circle either Mr / Ms. / Mrs, use this button:



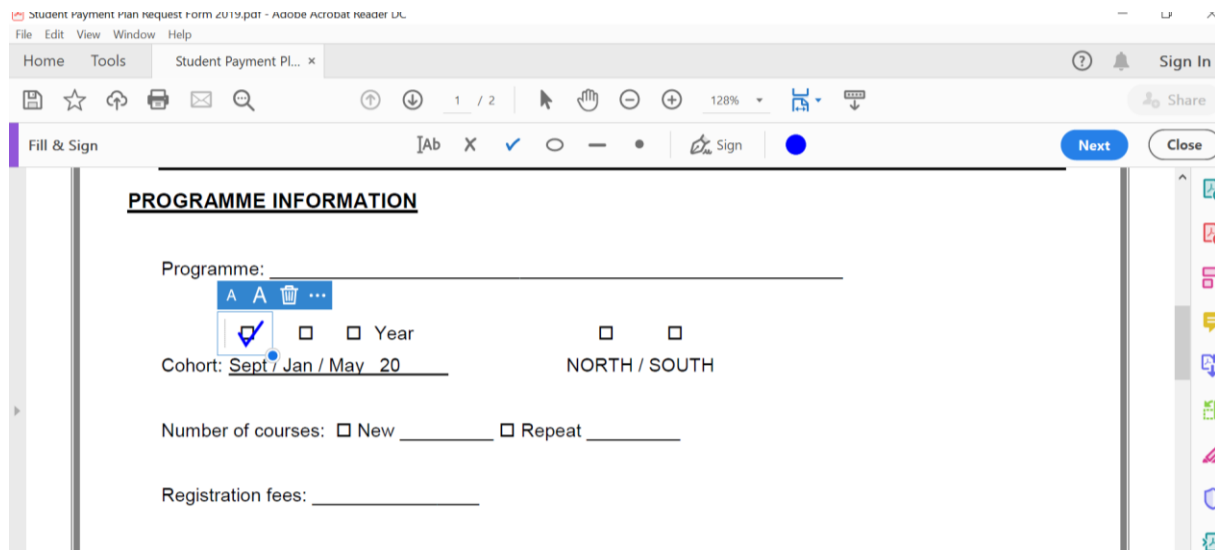
It will look like:



When you want to tick which campus, you can use this button or the circle one above:



It will look like:



Step 4

Enter your UWI-ROYTEC issued student ID number here.

Student Payment Plan Request Form 2019.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Student Payment PL... x

1 / 2 107%

UWI ROYTEC

STUDENT PAYMENT PLAN REQUEST FORM

Student Name: (Mr. /Ms. /Mrs.) _____

ID Number: _____

Mailing Address: _____

Contact Number: (H) _____ (W) _____ (C) _____

E-mail Address: _____

Fill and sign forms or get them signed from others

Create, edit and sign PDF forms & agreements

Step 5

If you are under 18 years or if someone other than the you (the student) is making the payments then this area must be filled out.

Student Payment Plan Request Form 2019.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Student Payment PL... x

1 / 2 128%

UWI ROYTEC

STUDENT PAYMENT PLAN REQUEST FORM

Student Name: (Mr. /Ms. /Mrs.) _____

ID Number: _____

Mailing Address: _____

Contact Number: (H) _____ (W) _____ (C) _____

E-mail Address: _____

Guarantor Name: (Mr. /Ms. /Mrs.) _____ Relationship: _____

Contact Number: (C) _____

Fill & Sign

Next Close

Step 6

Fill in the programme information on the first page. See explanation in blue below:

Payment Plan Request Form 2020.pdf - Adobe Acrobat Reader DC

View Window Help

Tools Student Payment Pl... Student Payment Pl... x

Star Copy Print Email Comment

1 / 2 Mouse Hand - + 128%

Sign [Ab] X ✓ ○ - • Sign Next

Programme: This is the programme that you are enrolled in

Year Tick which campus you attend

Cohort: Sept / Jan / May 20 19 NORTH / SOUTH

This is the month and year you started the programme

Number of courses: New 02 Repeat 01 Tick if courses are new or repeat and then insert the number of courses being attempted this term.

Registration fees: _____

This is only due at the start of your academic term. If you have already paid registration fees, please leave this blank.

Period of payment plan: September – December
 January – April
 May – August only the May to August Term is applicable in this instance.

Step 7

The second page will be filled out by a UWI-ROYTEC staff. For information purposes, the explanations are in blue below:

Student Payment Plan Request Form 2019.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Student Payment Pl... x

Save Star Copy Print Email Comment

2 / 2 Mouse Hand - + 66.7%

Fill & Sign [Ab] X ✓ ○ - • Sign Next Close

PAYMENT TERMS (for internal use only)

Payment Plan Value: \$ _____ This is the value based on the number of courses chosen

Immediate Payment: \$ _____ This will be deferred due to the pandemic

1st Payment of \$ _____ by _____ 20____ Details will be filled out by UWI-ROYTEC staff.

2nd Payment of \$ _____ by _____ 20____ You have completed your part of the document.

3rd Payment of \$ _____ by _____ 20____ Please save the document using your name.stuID.PPR

Student Services Signature: _____ Date: _____

DECLARATION: I agree to the payment terms above. I acknowledge that if I do not make payments on time, I will not be allowed to continue classes or sit examinations until the balance due is paid in full.

The penalty for late payment is \$100.00 per payment.

You will be asked to sign this document upon reopening of the UWI-ROYTEC campuses.

Student Signature: _____ Date: _____

Guarantor Signature: _____ Date: _____

Step 8

You have completed the document. To save click file, save as, then save the document with the file name:

Studentname.StudentID.PPR e.g. CeeYasoon.20090000.PPR

Step 9

Submit the completed document via email to studentservices@roytec.edu. You will receive a reply informing of the decision after review of the submitted document. A copy of the payment plan will be sent to the Registry Services department to facilitate the removal of the necessary holds for you to register on the Student Administration System (BANNER).