



CARIBBEAN NAZARENE COLLEGE

Good Day All Students

Greetings in the precious name of the Lord and Saviour Jesus Christ. We trust you all are staying safe and all is well with you and your families. As you prepare for the summer modules and upcoming semester, we would like to remind you on some the guidelines for registration.

Currently our offices are closed so we are kindly asking students to utilize our direct deposit facility at our bank.

Account Name:

**Caribbean Nazarene College Address:
L.P. #25, Sam Boucaud Road Cantaro,
Upper Santa Cruz Trinidad**

Bank Information:

**Account Number: 290422172701
Republic Bank Limited Bank Branch:
Tragarete Road Bank Address:
58-60 Tragarete Road Port of Spain
Trinidad**

Registration Fee (Returning Students): \$1260.00

Tuition Fee for Non-Gate Students: \$1260.00 + \$1890.00 = \$3150.00

Registration Period: Monday 20th April to Friday 22nd May, 2020

Please be guided by the following process:

1. The student or person making the deposit must email a copy of the deposit slip immediately to the Bursar's office and CC the Registrar's office. Receipt of the deposit slip will ensure the immediate updating of your accounts.
2. The deposit slips must clearly identify the student's name (not signature) and student's number.

3. The student must collect a receipt of their payment from the Bursar's office at the earliest convenience. This will be your evidence of payment.

Where a student has an outstanding balance their enrolment will be encumbered if they have not settled this debt by the date as specified by the Bursar's office. The encumbrance will cause the following restrictions to apply:

1. The inability to register for the upcoming semester
2. Inability to graduate until the outstanding debt is cleared.
3. Official letters
4. The loss of access to enrolment records, examination results and academic transcripts.

Invoices will be electronically sent to students identifying balances owing. It is the responsibility of the students to reconcile these balances for accuracy and immediately contact the Bursar's office with any discrepancy. All queries should be addressed to the Bursar's office.

e-mail: Marie Jose De Silva - accounts@cnc.edu
Lisa Du Verney-Cornwall - exams_registers@cnc.edu

Phone (office): 676-8714
Fax: 676-5426

Thanking you for your kind cooperation.

Respectfully
Sharon Thompson
On behalf of the
Academic Affairs Department