



## CARIBBEAN NAZARENE COLLEGE

Greetings All Students

We trust you all are staying safe and all is well with you and your families.

We would like to remind you of the guidelines for registration for the upcoming semester, Summer modules. 2020-2021.

The Accounts office will be open on scheduled days for student who wish to come in to make payments directly. Please email or call to confirm the days that the Account Assistant is there.

Students who wish 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**

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 at Lisa Du Verney-Cornwall - [exams\\_registers@cnc.edu](mailto:exams_registers@cnc.edu). 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](mailto:accounts@cnc.edu)

Phone (office): 676-8714 Ext.1241.

Fax: 676-5426

**Registration Fee (Returning Students): \$1260.00**

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

**Registration Period:**

**Registration starts – April 26th – May 28th 2021**

**Registration for modules after May 28<sup>th</sup> 2021 will incur a late fee of \$300.00, if you are allowed to register.**

Thanking you for your kind cooperation.

Respectfully

Sharon Thompson

On behalf of the

Academic Affairs Department