



MONEAGUE COLLEGE

ACCEPTANCE PACKAGE

September 2017-18

Please read all information carefully

Dear Student,

Welcome to the Moneague College family! We hope you will find your tenure here a productive and successful one. As you prepare yourself for college, please pay attention the following information.

MATRICULATION REQUIREMENT

In a few cases students have been allowed to begin their programme of study without being fully matriculated. These students must do the *January CSEC Re-Sit examinations* in order to achieve the necessary qualification and receive results before end of the first year of the programme. Students who have not fully matriculated will not be promoted to the second year of their course of study and will be required to defer the continuation of their programme in the next Academic Year, until they have passed the required subject.

***ALL DATES & FEES BELOW ARE TENTATIVE & SUBJECT TO CHANGE. PLEASE CONTACT THE OFFICE OR CHECK THE WEBSITE/ FACEBOOK PAGE FOR FURTHER DETAILS ***

ORIENTATION (MANDATORY)

Orientation for all new students will start **Monday *August 28 – Friday September 1, 2017** beginning at 9am. Please pay close attention to the dates below

- **Monday August 28, 2017 is orientation for Boarders Only!**
- **All new students** are required to participate in Orientation starting ***Tuesday, August 29, 2017** for orientation.
- All new students must attend all days of orientation, as different activities are planned for each day.
- Orientation exercises start at 8:30AM each day during this week.
- Boarders will reside on halls during the orientation period.

During Orientation you will meet with faculty members and the executive members of the Guild of Students, to discuss expectations and regulations for your programme of study, participate in campus tours and inter-hall activities, and participate in various workshops to prepare you for college life. Students are required to sign in each day for Orientation. Students may only be excused from this week, if they provide a medical certificate, as evidence of reason for absence.

DURING ORIENTATION, ALL STUDENTS ARE EXPECTED TO BE IN COMPLETE UNIFORM

- Females kindly pay special attention to the length of the skirt, which should be KNEE LENGTH.
- Males kindly pay attention to pant width, as pants must be loose fitting and NOI tight fitting pants.

Students who have not yet made their uniforms may wear a buttoned white shirt and tailored black pants or knee length A- line black skirt, for the week of orientation.

UNIFORM & CAMPUS WEAR

Uniform is to be worn on all five (5) days of the orientation week. Students are advised to purchase their uniform materials from the College because varying shades of the uniform colours are not permitted. All students (community college and teacher education) are now expected to wear the same uniform (Navy Blue and Baby Blue). Students are required to wear the college crest on the left side of the vest, blouse or shirt that has been made, as part of the uniform, which can be purchased at the Accounts Department

The uniform regulations are non-negotiable, as wearing the correct and complete uniform is part of the professionalism expected of students at Moneague College. Professional black/navy blue shoes are required with the uniform. No sneakers, slippers or open-toe shoes are permitted with the uniform. Please see website for price list.

As a professional in training students are expected to be properly & appropriately attired for all activities and functions on and off the campus. Non-resident students who choose to attend Moneague College functions are also expected to dress appropriately formal for these events.

*** THE FOLLOWING ITEMS ARE NOT PERMITTED ON CAMPUS & ARE CONSIDERED VIOLATION OF THE UNIFORM REGULATIONS & THE CODE OF CONDUCT CONTRACT.**

- ◇ Short shorts and skirts

- ◇ Tight shorts, pants, skirts
- ◇ Very low cut pants (hipsters) or any pants revealing underwear
- ◇ Earrings worn by men, multiple earrings worn by females

Please check online for further college and uniform rules and regulations (www.moneaguecollege.edu.jm), as you are required to adhere to these regulations and policies. Failure to adhere may result in suspension or expulsion from the college, based on the nature of the offense and degree of breach of these regulations.

REGISTRATION PROCEDURE & INFORMATION

Registration is the process after Application and Admissions. At Moneague College, the Registration process requires payment of tuition and boarding fees (where applicable) and submitting vouchers and the registration form (*different from Application Form*), each semester of each academic year, (ie. September/ January and May for Summer classes, if applicable). Once accepted, you are considered an accepted applicant until you have paid your tuition and registered.

The Registration period will begin Monday August 28 to Friday September 29, 2017 for all students. The daily Registration period is 10:00 AM to 3:00 PM. **Students who are not registered by the deadline (SEPTEMBER 29, 2017) will not be able to sit examinations.** In order to complete the registration process, students must:

- 1) Pay relevant fees to any NCB branch, PayMaster or at the Cashier using credit/ debit card
- 2) Complete College Semester Registration Form
- 3) Submit vouchers to the Accounts Department/ Cashier with Registration Form to be stamped
- 4) Submit stamped Semester Registration Form to Registry Department

After completing the registration process (submitted voucher and registration form to Registry Department) you are considered a registered student. Students will only receive an ID card after they have completed the registration process. Students who are fully registered, will receive a semester financial clearance from Accounts. Students who are partially/ provisionally registered (minimum payment) will not receive this clearance until all fees have been paid. Library and Accounts clearance are required to sit examinations each semester.

FULL/ COMPLETE REGISTRATION vs. PROVISIONAL REGISTRATION

Students who are experiencing difficulties in paying the entire fee are allowed to pay 50% of their tuition in order to register for each semester BY THE STIPULATED DEADLINE. However, students requesting a further payment plan must make their first payment of no less than \$35,000, by the stipulated deadline each semester. Students who have not registered will not be permitted to sit examinations.

All Student Loan Bureau SLB/ PATH/ JAMVAT applicants are required to pay \$20,000 by September 30, 2016 to register and continue classes, until the funds are received from Student Loan. Approved SLB applicants whose loan covers the \$20,000 can request a refund AFTER SLB has disbursed the funds. ALL JAMVAT and NYS participants are still required to pay 50% of the fee for Registration and the balance of their tuition by the stipulated deadline before examinations. ALL scholarships, loans, grants or payment plans must be approved by the Accounts Department, by the stipulated deadline.

Applicants are advised to explore all possible legal options of raising funds for their education, prior to starting college, eg. churches, bank loans, Members of Parliament and local businesses, or personal fund raising. Students are also advised to start saving towards their annual tuition, long in advance of the Registration period, as incomplete payments can affect your Registration status and therefore your position in the college.

(Student are not completely registered until all fees have been paid in full)

FEES

The tuition fee structure for the Academic Year 2017-2018 is currently under review by the Ministry of Education.

Fees will also be posted to the website- www.moneaguecollege.edu.jm

(please note that the fees are estimates and are subject to change, they are also for one year only)

FEE PAYMENT GUIDELINES

3 WAYS TO PAY!!

- ✓ Visit any PAYMASTER location: Pay using cash or your debit/credit card
- ✓ Visit any NCB branch island-wide: Pay using the pre-printed Vouchers
- ✓ Come to any campus and pay at the cashier: Pay using your debit/credit card

Fees- 2017-2018

***Tuition Fees have not yet been finalized and will be published when approved.**

PROGRAMME	ESTIMATED FEE
Teacher Education (Early Childhood, Primary, Secondary Business & IT)	
Secondary Mathematics (in association with MICO)	
Business Studies (Associate Degree)	
Hospitality & Tourism Management (Associate Degree)	
Environmental Studies (Associate Degree)	
Management Information Systems (Associate Degree)	
Computer Servicing & Electronics (Associate Degree)	
Computer Studies (in association with UTECH)	
Criminal Justice (Associate Degree)	
Psychology (Associate Degree)	
Social Work (Associate Degree)	
Logistics & Supply Chain Management (in association with CMI)	
Pre-University Arts (CAPE)	
Pre-University Sciences (CAPE)	
Continuing Education (CSEC)	
IT Essentials CISCO Certificate	
Computer Studies Certificate (1 year)	
Hospitality Services Certificate	
Bachelors in Business Studies (Year 3) Associate required	
Bachelors in Social Work (in association with JTS)	
Bachelors in Hospitality & Tourism Management (Year 3) Associate required	
Bachelors in Environmental Studies (Year 3) Associate required	
Bachelors in Management Information Systems (Year 3) Associate required	

BOARDING

Boarders must pay 50% of the amount prior to moving on the campus each semester. The voucher for the payments must be submitted in order that the student receives the room key. Only students who have paid the respective fees will be allowed into boarding. Any payment plans for boarding fees must be approved by the Accommodation Officer and Accounts department. Boarders are required to sign the boarding contract, Electrical Contract and other documents. Boarders are also expected to attend all college functions.

WEEKLY CAMPUS ASSEMBLY

ALL students are required to attend Assembly on Monday mornings at 11:00 at the college Multi-purpose Hall, regardless of religious beliefs, or class schedules. Even though the college is regarded as a Christian one, students who do not share the Christian faith are not required to participate in devotions, but ALL students are still required to attend Assembly. Notices, important announcements regarding events and special dates, as well as significant deadlines are given during the Assembly. Any announcement given during Assembly is considered publicized to the entire Moneague College student population. Therefore, any student who is unaware of an important deadline will not be given any extensions. Students are required to wear their uniform to Assembly.

CLASSES

Students are required to attend 90% of all classes for each semester. Students who have a medical reason for absence from classes must present a medical certificate to the Registry Department and must make the necessary arrangements with their lecturers regarding notes and assignments.

Classes begin on *Monday, September 5, 2016 at 8:30am. Time tables will be posted on the Undercroft notice boards, and copies may also be purchased from the "Document Center" located in front the library. All students are required to attend 90% of their classes in order to complete each course. Class rules and regulations are detailed in the "Student Handbook" (available on website www.moneaguecollege.edu.jm).

MEDICAL EXAMINATION

All students must the Medical form (provided in the application along with a copy of their immunization card to the college Nurse no later than Friday September 23, 2016. (Students who do not submit their completed Medical may not be treated by the college nurse or doctor, as medical history & allergies are needed for this.)

FOOD HANDLERS PERMIT

All students who have been accepted into the Hospitality & Tourism Management programme are required to present a Food Handlers Permit (Original & a copy) to the Assistant Dean by September 22, 2017.

FOOD SERVICE FACILITY (Boarders Only)

During the week, students are required to wear their uniforms to the dining room. On weekends, only appropriate clothing **must** be worn to the dining room. Bathroom slippers, spaghetti strap blouses and merinos are **not** to be worn in the Dining Room. (The college uniform is to be worn to the dining room on week days). Please bring your own utensils for dining, these include: a dinner plate, drinking glass, a dinner knife, a dinner fork, a soup spoon, teaspoon and a white napkin (17" *17"). Meal times are as follows:

- Breakfast – 7:00a.m. – 8:15a.m. (Mondays to Fridays)
- Breakfast – 8:00 a.m. – 9:00 a.m. (Saturdays and Sundays)
- Dinner – 4:30p.m. – 6:15p.m. (Mondays to Thursdays)
- Lunch – 12:30p.m. – 2:00p.m. (Fridays, Saturdays, Sundays)

N. B. Meal Tickets will be issued to each boarder and must be presented when collecting meals at the dining room.

COLLEGE FUNCTIONS

Students who reside on the campus are expected to attend ALL Moneague College functions that take place on the campus. These functions are usually formal; therefore ladies are required to bring a formal outfit or dress. Dresses must be knee length or longer, loose fitting and not skin tight, back covered and no low cut V-necks exposing cleavage. Men are required to wear a formal suit with a jacket and/ or tie to attend these functions.

COLLEGE RULES

As a student of Moneague College you are expected to know and adhere to the policies and rules of the college, which are in the college's "Student Handbook". Boarders are required to sign contracts, regarding specific boarding regulations. It is the responsibility of the students to become acquainted with ALL rules and policies, as ignorance will not absolve students of the penalty that they attract, if breached.

Date Reminders:

Orientation:

Monday August 28, 2017	Boarders Orientation
Tuesday August 29, 2017	ALL students (all remaining days mandatory for all students)
Friday September 1, 2017	Orientation Ends

Re-Opening Dates:

Sunday September 3, 2017	ALL Boarders return
Monday September 4, 2017	ALL Students return/ Classes begin

Registration Period:

Monday August 28, 2017	Registration begins for ALL programmes & students
Friday September 29, 2017	Registration ends for ALL programmes & students

Please remember:

ALL FEES HAVE NOT YET BEEN FINALIZED. PLEASE CONTACT OUR OFFICES OR CHECK OUR WEBSITE/ FACEBOOK FOR FURTHER INFORMATION AND UPDATES.

Thank you for choosing Moneague College to pursue your tertiary education. The experience will be exciting and rewarding. We look forward to seeing you in September 2017 and wish for you a successful and productive year.

Sincerely,

Nicole Betton (Ms.)
Registrar