

RULES & INFORMATION SHEET

NOTIFICATIONS

Students **must sign into** the schools' website and "**allow notifications**" when prompted to do so. This will allow students and parents to get updates from the school when there is a change in class times, abrupt closure of school or any unforeseen changes in schedule and school activities. This is an important feature to the schools' website and distribution of information system and will allow the Pre-University School to reach the entire school population. **Email address and telephones numbers for students, parents, guardians and sponsors are mandatory. WhatsApp Groups has been set up for both students and parents** (if you are not receiving notifications, please notify the staff in the main office)

ATTENDANCE

Each student at the Pre-University School is expected to attend all required classes for each subject. Students who do not attend the required number of sessions **will not be recommended to sit their external examinations in the affected subjects. Repeated absence from class will require a meeting with the Dean of Discipline and/or the Executive Director.**

LATENESS

- a. If students are more than fifteen minutes late, they will not be admitted to class without permission from the main office, Taylor Hall campus. Students who are consistently late will be refused entry to the class and must meet with the Dean of Discipline and/or the Executive Director.

ABSENCE

- a. Students **absent for more than three (3) teaching sessions**, will not be allowed back to class without written permission from the Deans' office.
- b. If absence is due to illness for three (3) days or more, a signed Doctor's Certificate must be presented to the main office.
- c. If less than 3 days a signed note by a parent/guardian must be submitted to the main office, Taylor Hall.

PAYMENT OF TUITION FEES

- a. On payment of fees, the school copy of the voucher must be submitted to the main office, Taylor Hall for verification and further processing. Payment of tuition fees will only be applied to tuition balance after submission of the school's copy of the payment voucher. Tuition fees should be submitted to the main office Taylor Hall UWI or scanned and emailed to preubursary@gmail.com. All payments are made to any National Commercial Bank or online. All payment slips must be submitted to the main office, Taylor Hall. For all payments that are done online a printed copy of the receipt must be submitted to the main office, Taylor Hall.
- b. Tuition fees may be paid in 2 ways
 1. Full Payment – 10% discount on tuition fee if paid in full, before the start of the academic year.
 2. Payment Plan – At least 60% of full tuition is due before the start of classes and the remaining 40% is due no later than **October 19, 2022.**
 3. **All lab fees must be paid in full at the start of the school year.**
 4. Discount does not apply to lab fees, IT, EDPM, Computer Science, Advanced Placement, Registration, shirts, and ID
 5. If tuition payments are not completed by the specified date, students will be barred from all classes.
 6. All returned cheques will attract an administration fee of **JA\$1500.00** plus all bank charges.
 7. Students must collect a class authorization slip after submission of paid tuition vouchers. These authorization slips must be presented before entering the classrooms at the start of each semester.
 8. For online classes students who have not paid the specified tuition fees will be barred or removed from classes.
 9. There will be a 10% surcharge added to tuition fees after the final payment deadline.

WITHDRAWAL FROM PROGRAMME

If a student must withdraw from the programme for any reason, the following procedure must be followed

- a. A letter must be submitted by the parent/guardian/sponsor of the student along with copies of all vouchers
- b. A withdrawal fee will apply (contact the accounts dept)
- c. Processing of refunds will take 6-8 weeks.
- d. **No request for refund/s will be accepted after the first 2 weeks of school. NO EXCEPTIONS.**

CHANGE/DROPPING OF SUBJECTS

A letter must be submitted by the parent/guardian/sponsor of the student along with a Subject Change Form.

Students who are dropping a subject/s and not adding must do so by October 7, 2022.

No request will be accepted after October 7, 2022. NO EXCEPTIONS.

No refund/s will be given on dropped subject/s after October 7, 2022. NO EXCEPTIONS

Students will not be allowed to drop subjects after the final selection of subjects on October 7, 2022

Subjects must be paid for after October 7, 2022, whether students attend classes or not.

SCIENCE LABS

- a. All science labs are done in the Faculty of Science and Technology, University of the West Indies, Mona Campus
- b. **Science labs are done as scheduled by the science departments and will not be repeated.**
- c. Students who are absent from any lab session for any reason, will have to make arrangements to pay for repeat labs.
- d. **Science labs are done ONLY on SATURDAYS**- unless otherwise scheduled by the Faculty of Science and Technology.

DRESS CODE

All registered students at the Pre-University school **MUST** always wear the Pre-University school shirt. **NO EXCUSES will be accepted.** Failure to do so will result in the student being removed from the campus.

The Dress Code for the Pre-University School **should be adhered to strictly** and failure to do so will lead to sanctions being implemented. This can range from being sent home for a change of clothing, to **permanent dismissal for repeated offences.**

All Pre-University School students **must** always have their Identification Cards on their person, and it should be **clearly displayed for all to see (particularly campus security personnel).**

Male

PLAIN Black/Dark Blue jeans **only**. That reaches to the ankle with waist band clearly worn at the waist area and **NOT** below. No leggings or jeggings allowed.

Shirts must always be worn inside jeans.

NO oversized (baggy) or defaced (torn) jeans allowed. Jeans that have any markings or designs painted or stitched on them are not allowed. Jeans should not have designs on the back pockets.

NO tight fitting, pencil jeans, leggings or jeggings allowed for men.

BLACK belts **only** with regular buckles are allowed. **NO** oversized or bejeweled belt buckles allowed.

Undershirts must be worn inside pants at all times.

NO slippers, **crocs** or open toe shoes allowed. Shoes and sneakers only. All shoes should be properly laced. **NO HANGING LACES** allowed.

Black, dark blue or white sneakers allowed. Not a combination of all three. Dress shoes allowed in black only.

Female

PLAIN Black/Dark Blue jeans **only**. That reaches to the ankle. No jeggings or leggings allowed.

Shirts must always be worn inside jeans.

NO defaced (torn) jeans allowed. Jeans that have any markings or designs painted or stitched on them are not allowed. Jeans should not have designs on the back pockets.

Black belts only with regular buckles. **NO** oversized or bejeweled belt buckles allowed.

Camisoles must always be worn inside pants.

Undershirts must be worn inside pants at all times.

NO slippers, **crocs** or open toe shoes allowed. Shoes and sneakers only. All shoes should be properly laced. **NO HANGING LACES** allowed.

Black, dark blue or white sneakers allowed. Not a combination of all three. Low flats closed toe allowed in black/brown/dark blue

NO sneakers with designs whether painted or stitched on are allowed.

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Socks must always be worn.

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NO HEADSCARF OR CAPS must be worn **at any time** while in uniform.

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NO EXCESSIVE JEWELRY IS ALLOWED.

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Males are not allowed to wear earrings while in uniform.

Modest earrings which are not distracting are preferred.

- Inconspicuous knob earrings are preferred. No large or oversized earrings allowed

Cardigans/Sweaters/Hoodies must only be worn in the classroom. Hoodies must not be worn covering the head, inside or outside the classroom.

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***The schools' dress code is strictly enforced at all times, including, during the sitting of the cxc yearly examinations. Students who do not adhere to the dress code will be removed from the compound.**

Pre-University School students are always expected to be in uniform while attending school or on the university campus, whether attending classes or conducting other business on campus. Students out of uniform will not be allowed to conduct business in the office and will be sanctioned for breaches of the dress code.

Skirts are allowed in exceptional circumstances and for religious reasons only and permission must be sought, in writing, from the Deans' office.

STUDENTS (MALE OR FEMALE) ARE NOT ALLOWED TO WEAR COLOURED HAIR OR COLOURED HAIR EXTENSIONS TO SCHOOL (GREEN, EXTREME RED, PINK, PURPLE, YELLOW, ORANGE OR OTHER EXTREME COLOURS).

NO MOHAWK TYPE or ETCHED/RAZOR CUT DESIGN HAIRSTYLES OR RAZOR CUT EYEBROWS ALLOWED.

MALE STUDENT'S HAIR MUST BE WELL GROOMED. NO UNCOMBED OR UNCUT HAIR WILL BE ALLOWED. HAIR SHOULD BE NO HIGHER THAN HALF OF AN INCH (1/2 INCH) FOR MALE STUDENTS.

NO SHAVING OF ONE OR BOTH SIDES OF THE HEAD WILL BE ALLOWED

STUDENTS WHO PRACTICE ANY RELIGION THAT IS NOT IN ACCORDANCE WITH OUR DRESSCODE MUST SUBMIT A LETTER REQUESTING PERMISSION TO DO SO (MUST BE DONE PRIOR TO PAYMENT OF TUITION FEES)

NO EXTERNAL PIERCINGS ALLOWED, EXCEPT EARLOBE. (EYEBROW, LIP, NOSE, CHEEK, CHIN OR OBVIOUS BODY AREAS)

GENERAL RULES

- Students are advised not to take large sums of monies and electronic gadgets to school.
- Students are further advised to have book bags, purses, handbags, wallets, and any items of value on their person always.
- NO playing of CARDS or Dominoes allowed.
- Sunglasses are only to be worn if prescribed by a physician and/or only if they are transition lens.
- Friends and relatives of students are **not allowed** in the classrooms. Please visit the office for instructions.
- Students will not be allowed to leave the classroom while class is in session to answer cell phones.
- Eating is not allowed in the classrooms, computer lab, science lab, administrative offices, or the conference room
- Students will not be allowed to charge cell phones or electrical appliances in the classrooms, computer lab, science lab, administrative offices, or the conference room. No exceptions.
- **Students are not allowed to adjust the settings on the air conditioners in the classrooms or computer lab.**

PROHIBITED AREAS

Students are not allowed in any of the following locations:

▪	Students Union/Chapel Gardens
▪	Recreational areas, e.g., Pool Room & Game Area
▪	The 'Big Tree' by the Law School
▪	Halls of residence.

NB Loitering is not allowed in the following areas:

▪	KFC, Juicy Beef, Little Caesar's, Beehive, Burger King and Board Walk Restaurants The area surrounding the Commissary behind Taylor Hall. Students are asked to make their purchases and leave immediately thereafter.
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Any student seen in the above prohibited areas are subject to disciplinary action, including but not limited to immediate expulsion.

ALL registered students at the Pre-University School are governed by all rules and statutes of the Pre-University School and the University of the West Indies.

- Students are encouraged to participate in class but must do so in a respectful manner
- Students should be reminded that they are always under constant monitoring by campus security and student monitors.
- Public displays of intimate, lewd or inappropriate behavior will not be tolerated

Individuals found in breach of the rules of the Pre-University School, or the University of the West Indies will be subject to the following sanctions: (all disciplinary actions are subject to but not limited to the stated sanctions)

BREACH	SANCTIONS
<p><u>Loitering</u> No Pre-University School student should be found loitering for the entire day. If students do not have classes, they are expected to be home or in designated areas doing schoolwork.</p> <p>Students found loitering will be subject to the following:</p>	<p>1. SANCTION: Removed and escorted by security personnel from the campus and the student population immediately.</p> <p>*NB -Students should not use the any campus cafes (KFC, Juicy Beef etc) for lounging; the are eating establishments.</p>
<p>2. <u>Smoking & Drinking</u> Students will not be allowed to smoke or drink alcohol while school is in session or while in school uniform</p> <p>Students who have alcohol, cigarette/marijuana smoke odor</p>	<p>2. <u>1st Offence</u> SANCTION: -The student will be asked to meet with the Executive Director accompanied by his/her parent or guardian, issued a warning letter and escorted from the campus.</p> <p><u>2nd Offence</u> SANCTION: - Expulsion.</p>
<p>3. <u>Fighting</u> Fighting on the grounds of the University campus or off the compound is strictly prohibited.</p>	<p>3. SANCTION: Immediate expulsion.</p>
<p>4. <u>Use/Possession of Deadly Weapons</u> The use or possession of weapons such as knives, guns, and etcetera is a criminal offence.</p>	<p>4. SANCTION: Immediate expulsion and legal proceedings as found applicable by law.</p>
<p>5. <u>Use or Possession of Drugs</u> The use of, possession of, or selling of marijuana, crack cocaine, opiates and other illegal drugs is a criminal offence.</p>	<p>5. SANCTION: Immediate expulsion and legal proceedings as applicable by law.</p>
<p>6. <u>Use of Expletives</u> The use of expletives is strictly prohibited and is an illegal offence. If any student is heard using profane language while on campus or in school uniform the following will apply:</p>	<p>6. <u>1st Offence</u> SANCTION: - A warning letter</p> <p><u>2nd Offence</u> SANCTION: - 3-day suspension.</p> <p><u>3rd Offence</u> SANCTION: - Immediate Expulsion</p>

7.	<p><u>Involvement in Campus Riots</u> Students MUST NOT BE involved in any form of riot or demonstration especially while on the university campus.</p>	7.	<p>SANCTION: 1st Offence - 1wk suspension. The student will be asked to meet with the Executive Director accompanied by his/her parent or guardian.</p> <p>SANCTION: 2nd Offence Immediate expulsion.</p>
8	<p><u>Willful Destruction of Property</u> The act of defacing items of furniture, walls, vegetation etcetera is a serious offence which is subject to a fine.</p>	8	<p>The student will be asked to meet with the Executive Director accompanied by his/her parent or guardian.</p> <p>SANCTION: Suspension. A valuation of the cost to restore the relevant item/s will be secured, and the relevant cost to repair/replace the item/s will be assumed by the student's parent/guardian</p>
9	<p><u>Theft</u> Stealing is a criminal offence. Where it can be proven that a student is guilty of such an offence, the following will apply:</p>	9.	<p>SANCTION: Immediate expulsion.</p>
10.	<p><u>Sexual Misconduct</u> Rape is a criminal offence punishable by law. Any student or group of students found guilty of the actual offence or found colluding to conduct such an act will be summarily punished.</p>	10.	<p>SANCTION: Immediate expulsion and all legal proceedings, as applicable by law.</p>
	<p><u>Cellular Phones</u> Use of cellular phones are strictly prohibited in the offices, labs, classrooms, computer room, and conference room.</p>		<p>1st Office SANCTION: Removal from class 2nd Offence: Referred to Principal 3rd Offence: Suspension</p>
11.	<p><u>Dress Code</u> All students at the Pre-University School must at all times adhere to the proper dress code as stipulated by the school.</p>	11.	<p>1st Offence SANCTION: - Student will be sent home</p> <p>2nd Offence SANCTION: - Suspension</p> <p>3rd Offence SANCTION: - Expulsion</p>
12	<p><u>Gambling</u> Gambling in any form is strictly forbidden</p>		<p>1st Offence Sanction: -Suspension</p> <p>2nd Offence: -Expulsion</p>

- ****All school rules and sanctions can be modified by the schools' Executive Director and/or the school board.***
- ****Multiple breaches of the schools' rules and regulations will attract severe sanctions, including immediate expulsion.***
- ****All breaches of the schools' rules and regulations are reported to the Executive Director and filed on students' permanent records***

DEADLINE FOR THE SUBMISSION OF EXAMINATION ENTRY FORMS & FEES FOR MAY/JUNE 2023

At the appropriate time, a memo outlining the May/June 2023 Examination fees and an *Examination Entry Form* must be collected by each student from the main office or downloaded and printed from the schools' website. It is imperative that the following procedures are adhered to in order to ensure that each student is entered for external examinations.

***COMPLETION AND SUBMISSION OF CXC EXAM ENTRY FORMS IS THE SOLE RESPONSIBILITY OF THE STUDENT. CXC EXAM ENTRY FORMS MUST BE SUBMITTED TO THE MAIN OFFICE AT THE SPECIFIED TIME OR THE STUDENT WILL NOT BE ENTERED FOR EXAMS.**

- a. **Pay all outstanding balances of tuition, ID and/or application fee/s.**
- b. Collect **Entry Form** from the Pre-University Main Office along with bank payment information. Forms may also be downloaded from the schools' website.
- c. Complete the **Entry Form** and pay the relevant examination fee/s at any National Commercial Bank using the school's bank voucher or a direct deposit slip. Exam fees may also be paid online, after payment a printed copy of the receipt must be submitted along with the exam entry form.
- d. Return the completed **Entry Form along with the paid copy of the receipt** to the Pre-University office personnel by the stipulated deadline for the respective examining bodies.
- e. **(NB – The Pre-University School will not be responsible for incorrect data submitted on the Exam Entry Form).**
- f. **Students will be responsible for all fees associated with late and or amended examination entries.**
- g. **The CXC examination body does not give refunds on the overpayment of or unused examination fees.**

***IMPORTANT**

- a. **Students must check accuracy of examination entry data no later than specified date on the exam entry form.**
- b. **Students who do not check examination entry data for correctness of data by stipulated date must pay for any amendment/s done to said entry (No exceptions)**
- c. **Students who do not submit an examination entry form will not be entered for examinations.**
- d. **There is no refund on examination entry fees.**
- e. **Students must read the back of their timetable for the rules and regulations governing the CXC examinations.**
- f. **All examination entry fees submitted after the specified deadline date will attract late fees as stipulated by the Overseas Examinations' Commission.**
- g. **Students must be financially cleared (complete tuition payment) before submitting examination entry forms. Entry forms will not be accepted even if examination fees have been paid.**

Please note that the practice of registering for examinations at several centers' is not recommended. Students who have examination clashes between two or more centers', will be charged by the Overseas Examinations Commission, and will have to pay the Invigilator and out of centre costs for the respective examinations.

It is therefore strongly advised that students select **ONE** examination centre to sit **ALL** external examinations being done within a particular year. The Pre-University School is willing to accommodate students who wish to register for subjects not offered at the Pre-University School in order to alleviate this problem.

***NB Students who will be sitting both CSEC and CAPE subjects in the same year must submit separate CSEC and CAPE forms and entry fees.**

IA/SBA/LAB SUBMISSION

- a. IA/SBA/LAB grades must be submitted on time as per teachers' instructions.
- b. All final IA/SBA/LAB must be submitted for grading no later than the first week of February 2023.
- c. **All final submission of IA/SBA/LAB HARD copy to the main office must have a completed Pre-University School exam cover sheet label (this is mandatory)**
- d. Non-submission of IA/SBA/LABS will result in an ungraded (fail) for that subject.
- e. Students must receive and retain a **signed receipt** from your subject teacher/office personnel for all final IA/SBA/LAB submitted
- f. Final IA/SBA/LAB grades will be posted to class emails or obtained from the individual teachers.

INTERNAL EXAMINATIONS/MONTHLY TEST

All internal examinations and monthly tests are done under strict examination protocols.

1. Students must be seated at least 15 minutes before examination time
2. All required examination equipment (pens, pencils, calculators etc.) must be carried into the examination room in a clear see-through bag
3. All bags, laptops, iPads must be left at the back of the room
4. All cell phones must be turned off and left in book bags
5. Students will not be admitted to examination room after the first half hour.
6. The appointed invigilator/subject tutor is responsible for enforcing the rules of the examination
7. There should be no talking or communicating during the examination.
8. Students are not allowed to leave examination room without permission from the invigilator/subject tutor.
9. Students can appeal examination results with the teacher and the Executive Director.

