

SEMESTER 2 2017 ENROLMENT

ALL STUDENTS INTENDING TO ENROL IN SEMESTER 2 2017 ARE TO PLEASE NOTE THE FOLLOWING

- **SEMESTER 2 2017 EARLY REGISTRATION, THURS 29 JUN – WED 5 JUL 2017, 4.00PM**
Students can register early to go straight to step 4 during enrolment.

✓ WHAT TO DO

1. **UPLIFT** Clearance Slip from Student Administration Office (ground floor of Building A)
2. **GET** Clearance from Student Administration, Library, Personnel & Finance
3. Take Clearance Slip to Finance and **PAY** registration fee before or by **Wed 5 Jul 2017**.
4. After payment of registration fee **RETURN YOUR CLEARANCE SLIP** to Student Admin and **SHOW THEM YOUR RECEIPT** for preparation of your registration documents.
5. **PRESENT YOUR RECEIPT** at the NUS Gym during Enrolment week to go straight to Step 4.

ENROLMENT FEES

STUDENTS WHO ENROLLED IN SEM 1 2017	
Registration fee <i>paid each semester- non refundable</i>	\$182
NEW STUDENTS & RETURNING STUDENTS NOT ENROLLED IN SEM 1 2017	
Registration fee <i>paid each semester- non refundable</i>	182
Enrolment package <i>paid once annually</i>	55
Students' Association (NUSSA) <i>paid once annually</i>	55
TOTAL	\$292

- Students with outstanding NUS fees must pay them in full to be eligible to enrol

- **SEMESTER 2 2017 ENROLMENT, MON 10 JUL - THURS 13 JUL 2017, 4.00PM - GYMNASIUM**

Mon 10 Jul: Students whose IDs start with 17 or 13 or 12

Tues 11 Jul: Students whose IDs start with 16 or 15

Wed 12 Jul: Students whose IDs start with 14 or 11

Thurs 13 Jul: New students, Postgraduate students & students whose IDs numbers start with 10 or years before 2010 eg. 99,98 etc.

FEES – same as above

- **SEMESTER 2 2017 LATE ENROLMENT, MON 17 – FRI 21 JUL 2017, 4.00PM**

✓ WHAT TO DO

1. **UPLIFT** Clearance Slip from Student Administration Office (ground floor of Building A)
2. **GET** Clearance from Student Administration, Library, Personnel & Finance
3. Take Clearance Slip to Finance and **PAY** registration fee.
4. After payment of registration fee **RETURN YOUR CLEARANCE SLIP** to Student Admin and **SHOW THEM YOUR RECEIPT** for preparation of your registration documents.
5. Uplift your Enrolment Form from Student Administration.
6. Consult lecturers to approve your courses on your enrolment form
7. Take your Enrolment Form to the Dean/Director of the programme you are enrolled in to endorse your Form. If the Dean/Director is not available please leave your Form with the Faculty Administrative Assistants or Faculty Secretaries and check back with them to uplift your approved Form.

8. Take your approved Enrolment Form to the Student Administration Office to enter your courses and uplift your Receipt. PLEASE NOTE YOU ARE ONLY OFFICIALLY ENROLLED ONCE YOUR COURSES ARE ENTERED IN THE SYSTEM.

FEES- same as above plus late enrolment fee of \$116

Application Forms are available from the Student Administration Office or can be downloaded from www.nus.edu.ws. For further information, please visit the Student Administration Office at Le Papaigalagala Campus, or email studentenquiries@nus.edu.ws or telephone 20072 Ext 126, 128, 132, 293 & 297.
