



Notice to Readmission Accepted Students attending Divine Word University in 2024

Congratulations to all students who are accepted to readmit for Semester 1 studies in 2024 at Divine Word University. The 2024 Readmission Acceptance list can be downloaded now from the DWU website.

More information is provided in your letter correspondence posted to you. Students are asked to read thoroughly the contents of your letter to understand what is expected of you in preparation for registration. Students who do not find your names on the readmission list or the readmission waitlist are asked to contact the Office of the Registrar via email mcregistration@dwu.ac.pg to know your status.

Readmission students can email the Student Finance Team on tuitionfees@dwu.ac.pg should they wish to request for the School Fee Proforma invoice provided your name is on the readmission acceptance list.

You must carefully read the contents of this notice to prepare for your smooth enrolment in 2024.

Registration

Official Registration will begin on **Monday the 5th of February 2024** and end on **Friday the 9th of February 2024** at the **St. John Paul II Multipurpose Hall**. Students are expected to register during the official week of registration. Registration is an integral part of your enrolment. Registering early will ensure you a good start to your studies.

There will be two lines for Registration. One for continuing students and another line for new intakes and readmissions. Look out for signage on Registration Day.

As per registration policy, failure to register during official registration week may affect your eligibility to be enrolled at the University. A fee of K20.00 per day is charged for late registration. You are advised to contact the Registrar's Office by emailing mcregistration@dwu.ac.pg should you have a genuine reason for registering late. **There will be no registration of students after the 16th of February 2024**. We ask that you seriously take heed of this advice.

The Bachelor of Medicine, Bachelor of Surgery (MBBS) Year 5 students have an earlier registration arrangement in place and are asked to contact the MBBS Department for these arrangements.

Listed below are mandatory requirements that must be completed and presented during registration:

- ❖ Your readmission acceptance letter
- ❖ Student Finance Form completed

- ❖ Conditions for Enrolment 2024 completed and signed
- ❖ DWU Medical Form completed– Medicals are mandatory during registration for New Intakes and Year 3 students. Only DWU Medical Forms will be accepted. The Medical Form must be stamped and dated current by the facilitating Practitioner/ Clinic where medicals were attempted
- ❖ Circular on Zero Tolerance – read before you complete and sign Declaration Form
- ❖ Copyright Act Waiver – to be completed by all students taking Bachelor of Communication Arts (Journalism)

Steps in Registration to be followed correctly.

1st Step Finance – You must submit your deposit copies (all fees paid by yourself, parents or other sponsors) and the completed Student Finance Form. You are expected to pay the required On-Registration Fee to progress to the next steps for Registration. Refer to the “DWU Fee Schedule for 2024” for fee advice.

2nd Step Documents Check – All mandatory documents must be submitted

3rd Step Data – Data information is collected and imported into the system. Continuing students may skip Step 3 unless they need to update their contact details only. Change of postal address from one province to another must be accompanied by evidence of relocation before changes are made.

4th Step Register – Final registration is processed by the Registrar before you progress to the last two steps.

5th Step ICT – Activation of ICT accounts. ID photos will be taken for Third Year BS and SRS Students only moving into streamed programs after Year Two.

6th and final Step Student Services – To check for Room allocation if not yet allocated. Ensure that you have evidence of payment made for the boarding and lodging fee to present to the respective officers at the Student Services Division.

Orientation

There will be an orientation program for all students, therefore students will need to check with the Student Services Division for the official program. It is compulsory that you attend the orientation program as what is expected of you as a student.

Sponsorship

Should you wish to seek sponsorship from potential sponsors, you will have to facilitate this arrangement yourself. **Do not deposit any additional amount or any other money (allowances money, personal money etc.) into the University Bank Account. NO GUARANTEE LETTERS FROM SPONSORS WILL BE ACCEPTED DURING REGISTRATION.**

Fees for 2024 for Readmitting Students

Students who were last on academic or disciplinary suspension and incurred failed unit(s) will be charged an unsubsidized unit fee only in their first semester of return to studies. This has been approved by the DWU Council on the 1st of December 2023. This will mean that readmitting students in this category will pay with the following rates for each failed unit(s) and any additional fee in the first semester:

- All non-clinical programs – K120.00 per credit point
- Bachelor of Physiotherapy program – K180.00 per credit point
- Bachelor of Medicine, Bachelor of Surgery (MBBS) and Bachelor of Health Sciences (Rural Health) programs – K200.00 per credit point

The above rates and other expected fees relating to your return to studies will be specified by the Student Finance Office. These fees are determined by additional student learning resources, the number of unit(s) you are taking in the year and your residential options. You are required to email the Student Finance Officers via tuitionfees@dwu.ac.pg. The Student Finance Officers will be able to provide you with the correct fee you are to pay to be registered and balance of fees to avoid any inconvenience in reenrolling into your program.

Readmitting students who have **NO** failed unit(s) to be repeated will pay accordingly to the fee schedules indicated below.

Self-Sponsored students are required to pay their “On-Registration Fee” to first register. The total balance of the fee must be paid before the 31st of May 2024. These are the categories of registration fees students must pay according to the program undertaken.

- **Self-Sponsored students taking MBBS and RH programs:** Self-Sponsored students **must pay K8,400.00 to register**. To live on campus (Residential), a fee of **K9,240.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K3,600.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self-Sponsored students taking Physiotherapy program:** Self-Sponsored students **must pay K7,560.00 to register**. To live on campus (Residential), a fee of **K9,240.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K3,240.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self-Sponsored students taking all other programs:** Self-Sponsored students **must pay K5,040.00 to register**. To live on campus (Residential), a fee of **K8,190.00** must be paid in full in addition to your on- registration fee. The balance of your total tuition fee of **K2,160.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self-Sponsored students taking Postgraduate programs:** Self-Sponsored Postgraduate students **must pay K7,350.00 to register**. To live on campus (Residential), a fee of **K8,190.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K3,150.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self- Sponsored students who want to declare/ have intentions to apply for the Higher Education Loan Program (HELP) administered by the Department of Higher Education, Research, Science and Technology (DHERST) are required to pay their “On-Registration Fee”.**

Self-Sponsored students must pay the balance of the total tuition fee before the 31st of May 2024 to avoid de- registration. Refer to the “2024 DWU Fee Schedule”.

CORPORATE-SPONSORED STUDENTS

The tuition fee for Corporate-Sponsored students is fixed across all programs. Corporate-Sponsored students are required to pay their “On-Registration Fee” to first register. The total balance of the fee must be paid before the 31st of May 2024

- **Corporate-Sponsored students across all programs:** Students must pay K21,000.00 to register. To live on campus (Residential), a fee of **K8,190.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K9,000.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.

SOLOMON ISLANDS STUDENTS

Solomon Islands students on either Bilateral Sponsorship or Self-Sponsored are required to pay their “On- Registration Fee” to first register. The total balance of the fee must be paid before the 31st of May 2024. These are the categories of registration fees students must pay according to the program undertaken.

- **Solomon Islands students on Bilateral Sponsorship (ALL) programs:** Solomon Islands students on Bilateral Sponsorship **must pay K7,350.00 to register**. To live on campus (Residential), a fee of **K8,190.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K3,150.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self-Sponsored Solomon Islands students taking MBBS and RH programs:** Solomon Islands Self- Sponsored students **must pay K8,400.00 to register**. To live on campus (Residential), a fee of **K9,240.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K3,600.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self-Sponsored Solomon Islands students taking Physiotherapy program:** Solomon Islands Self- Sponsored students **must pay K7,560.00 to register**. To live on campus (Residential), a fee of **K9,240.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K3,240.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024 DWU Fee Schedule for advice.
- **Self-Sponsored Solomon Islands students taking all other programs:** Solomon Islands Self- Sponsored students **must pay K5,040.00 to register**. To live on campus (Residential), a fee of **K8,190.00** must be paid in full in addition to your on-registration fee. The balance of your total tuition fee of **K2,160.00** must be paid before the 31st of May 2024 to complete your tuition fees. Refer to the 2024DWU Fee Schedule for advice.

PLEASE NOTE:

- Money for student allowances or cheques including school fees for other siblings, **MUST NOT** be paid into the DWU account.
- The Boarding and Lodging fee of **K9,240.00** (for MBBS, RH and PY clinical programs) and **K8,190.00** (for all other general programs) is a separate fee from the tuition fee and must be paid in full to secure accommodation on campus.

All other programs referred to in the summary are non-clinical programs. These programs are Bachelor of Arts (Social & Religious Studies), Bachelor of Arts (Social Work), Bachelor of Arts (Papua New Guinea and International Studies), Bachelor of Communication Arts (Journalism), Bachelor of Business (Accountancy and Management), Bachelor of Information Systems, Bachelor of Mathematics and Computing Science, Bachelor of Tourism and Hospitality Management, Bachelor Environmental Health and Bachelor of Health Management.

Do take note that the “On- Registration Fee” must be paid in full and any outstanding fees or charges owed by you before you are allowed to register and attend lectures. Please ensure payment is made directly to the DWU Bank Account before you come to enroll during Registration Week. The On-Registration Fee must be paid by 31st January 2024 or before the commencement of registration. The fee covers tuition, boarding and lodging if living on campus, teaching and learning resources material, computers and Students Representative Council (SRC) membership.

Method of Payment of Fees

You must identify your program and the required On-Registration fee that needs to be paid before registering. If you wish to live on campus, a fee of **K9,240.00** (for MBBS, RH and PY clinical programs) and **K8,190.00** (for all other general programs) must be paid in full in addition to your “On-Registration Fee”. The balance of the total tuition fee must be paid before the 31st of May 2024. **NO GUARANTEE LETTERS FROM SPONSORS WILL BE ACCEPTED DURING REGISTRATION.**

Please ensure that payment is made directly to the DWU Bank Account before you come for Enrollment and Registration. Below are the bank details you must use to deposit your fees.

Bank Name: Bank of South Pacific (BSP)
Account Name: Divine Word University School Fee Account
Account Number: 1000433806
Bank Branch: Madang 960 Branch, Coastwatcher’s Avenue
BSB# 088-960 Swift Code: BOSPPGM
Mobile banking School Code: 50015

For convenience, ensure you quote the following information on your deposit slip as it is essential to identify payment correctly i.e. Student ID number, Full Name, Program name and Year of Study.

Once payment is made, you are asked to send a copy of your Bank Deposit Slip to the Students’ Finance Officer on **Fax No: 422 2812** or by email: tuitionfees@dwu.ac.pg. Your original payment slip/deposit payment slip must be presented during registration.

Do not travel to Divine Word University without paying your required On-Registration fee, as you will not be registered until the required fees have been paid in full.

Student Accommodation

You must see the Student Services Team once you arrive on campus. To live on campus, a student must pay the required Boarding and Lodging Fee. This is a separate fee from your required fee to register. Refer to 2024 Fee Schedule. You will need to present your original deposit payments to be given accommodation. Students who have not paid for their boarding and lodging fee will not be given a room key and will need to seek accommodation elsewhere until fee is paid. It is advisable that you keep your fee original deposit receipts safe and make copies of all deposits made.

What to Bring

If you are a residential student, you will be accommodated at the DWU dormitories and cottages. You must provide your own bed linen, pillow and mattress. It is to your advantage that you bring your own stationary such as a calculator and a dictionary for your study. It should be clarified to TESAS students that the subsidy received from the Department of Higher Education Research Science and Technology (DHERST) for books and equipment is not sufficient to pay for all items.

You are also advised that community service will be required of all students in 2024. This often involves manual work. Those who prefer to use hand gloves for such work are advised to bring their own as the University will not be supplying gloves.

Travel to Campus

Self-sponsored students travelling by air, road or sea must pay for their own travel cost. Students who are under TESAS must contact DHERST Scholarships Division to confirm travel arrangement.

The University bus will pick you up from the airport when you arrive in Madang. Please confirm with the Student Services Division your date and time of arrival through their telephone no. 424 1825, 422 2937 and speak with Ms. Helen Kuran who can also be emailed on hkuran@dwu.ac.pg.

We look forward to seeing you back in our DWU Community.

Ms Maria Court

Registrar, DWU

Released on Tuesday 9th of January, 2024