



## **NOTICE TO CONTINUING AND ACCEPTED READMITTING STUDENTS IN PREPARATION FOR 2022 ACADEMIC YEAR**

Congratulations to all students who have successfully completed studies in 2021 and those accepted to readmit for studies in 2022. The 2022 Continuing Students list can be downloaded now from the DWU website. The list also contains names of students accepted to readmit for studies in semester 1 of 2022.

More information is provided in your letters that will be posted to you. You are asked to read thoroughly to understand what is expected of you once you receive your letter and other correspondence.

Students who do not find your names on the list are asked to contact the Office of the Registrar to know your status.

### **Registration**

The Official Registration will begin on **Monday the 7<sup>th</sup> of February 2022** and end on **Friday the 11<sup>th</sup> of February 2022** at the **St. John Paul II Multipurpose Hall**. Students are also expected to attend compulsory orientation program once they register.

There will be two lines for Registration. One line will be for continuing students and the other for new intakes. Look out for signage on Registration Day. **Mask wearing and 1.5 social distancing is mandatory during registration.**

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](mailto:mcregistration@dwu.ac.pg) should you have a genuine reason for registering late. **There will be no registration of students after the 18<sup>th</sup> of February 2022.**

### **Mandatory Documents for Registration for continuing students**

1. Your Progression/ or Readmission Acceptance Letter
2. Student Finance Form completed
3. Conditions for Enrolment 2022 completed and signed
4. DWU Medical Form completed– Medicals are mandatory during registration for New Intakes and Third Year 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.
5. Circular on Zero Tolerance – Read before you complete and sign Declaration Form
6. Completed and signed Declaration Form
7. Copyright Act Waiver – To be completed by all students taking Bachelor of Communication Arts (Journalism)

## Optional documents for Registration

1. COVID 19 Vaccination Record Card completed – COVID 19 vaccination remains optional but is strongly recommended. Those students who have done their vaccination can present their vaccination card as evidence of their vaccination.

## Steps to Register for Continuing and Readmitting Students:

Steps in Registration must be followed correctly to successfully register. You must take time to understand and comply with instructions to ensure your registration is successful without issues.

**1st Step Finance** – You must submit your deposit copies (all fees paid by yourself, parents or other sponsors) and completed Student Finance Form. You are expected to pay the required On-Registration Fee to progress to the next steps in Registration. Refer to “DWU Fee Schedule for 2022” for fee advice.

**2nd Step Document Check** – All mandatory documents listed in mandatory documents for Registration and optional #7 must be completed and submitted.

**3rd Step Data** – Data information is collected and imported to the system. Continuing students may skip Step 3 unless they need to update their contact details.

**4th Step Registrar** – Registrar to officially register you before you progress to last two steps.

**5th Step ICT** – Activation of ICT accounts. ID photos taken for New Intakes and Third Year BS and SRS Students only

**6th and Final Step Student Services** – To check for Room allocation if not yet allocated.

## Fee to Register in 2022

It is first important that students register by paying the “On-Registration Fee” according to the program they are undertaking. **The “DWU Fee Schedule 2022”** is now available for download on the DWU website for ease of information and to know how much is required to be paid by the student.

The following is the summary on how much should be paid for the year, depending on the students’ Sponsorship status, i.e. whether you are on Government Sponsorship through the Tertiary Education, Study Assistance Scheme (TESAS) administered by the Department of Higher Education, Science, Research and Technology (DHERST) or not.

## **STUDENTS ON TESAS (TERTIARY EDUCATION STUDY ASSISTANCE SCHEME) administered by the Department of Higher Education, Research, Science and Technology**

- **TESAS Sponsored students taking MBBS and Rural Health programs:** Students on **HECAS must pay K5,376.00 to register** and Students on **AES must pay K4,368.00 to register**. To live on campus (Residential), a fee of **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K2,304.00 (HECAS)** or **K1,872.00 (AES)** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 DWU Fee Schedule for advice.
- **TESAS Sponsored students taking Physiotherapy program:** Students on **HECAS must pay K4,536.00 to register** and Students on **AES must pay K3,528.00 to register**. To live on

campus (Residential), a fee of **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K1,944.00 (HECAS)** or **K1,512.00 (AES)** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 DWU Fee Schedule for advice.

- **TESAS Sponsored students taking all other programs:** Students on **HECAS must pay K2,016.00** to register and Students on **AES must pay K1,008.00 to register**. To live on campus (Residential), a fee of **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K864.00 (HECAS)** or **K432.00 (AES)** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 DWU Fee Schedule for advice.
- **Students on TESAS are required to pay their “On-Registration Fee” to register.**
- **TESAS 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 FULL TIME UNDERGRADUATE AND POSTGRADUATE STUDENTS**

Self-Sponsored students are required to pay their “On-Registration Fee” to first register. The total balance of fee must be paid before the 31<sup>st</sup> of May 2022. 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 **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K3,600.00** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 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 **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K3,240.00** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 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 **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K2,160.00** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 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 **K6,900.00** must be paid in addition to your on-registration fee. The balance of your total tuition fee of **K3,150.00** must be paid before the 31<sup>st</sup> of May 2022 to complete your tuition fees. Refer to the 2022 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 31<sup>st</sup> of May 2022 to avoid de-registration. Refer to the “2022 DWU Fee Schedule”.**

## CORPORATE- SPONSORED STUDENTS

The tuition fee for Corporate-Sponsored students is fixed across all full-time programs.

- **Corporate-Sponsored students across all full-time programs:** Students **must pay K21,000.00 to register**. To live on campus (Residential), a fee of **K6,900.00** must be paid 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 2022 to complete your tuition fees. Refer to the 2022 DWU Fee Schedule for advice.

## SOLOMON ISLANDS STUDENTS

These are the categories Solomon Islands students on either Bilateral Sponsorship or Self-Sponsored are required to pay.

- **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 **K6,900.00** must be paid 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 2022 to complete your tuition fees. Refer to the 2022 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 **K6,900.00** must be paid 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 2022 to complete your tuition fees. Refer to the 2022 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 **K6,900.00** must be paid 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 2022 to complete your tuition fees. Refer to the 2022 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 **K6,900.00** must be paid 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 2022 to complete your tuition fees. Refer to the 2022 DWU Fee Schedule for advice.

### PLEASE NOTE:

- Money for student allowances, or cheques including school fee for other siblings **MUST NOT** be paid into the DWU account.
- The Boarding and Lodging fee of K6,900.00 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 (PNG Studies and International Relations), 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.**

## **Method of Payment of Fees**

Students 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 K6,900.00 must be paid in addition to your "On-Registration Fee". The balance of the total tuition fee must be paid before the 31<sup>st</sup> of May 2022. **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 Enrolment and Registration. Below are the bank details you must use to deposit your fees.

**Bank Name: Bank of South Pacific**  
**Account Name: Divine Word University School Fee Account**  
**Account Number: 1000433806**  
**Bank Branch: Madang Branch.**

For convenience, ensure you quote the following information on your deposit slip as it is essential to identify payment correctly. E.g.: Student ID Number, Full Name, Program and Year of Study. Your details: *ID No Full Name, Program, Yr level*

Students are asked to send a copy of your payment Bank Deposit Slip to the Students' Finance Officer on **Fax No: 422 2812** or **by email: [tuitionfees@dwu.ac.pg](mailto:tuitionfees@dwu.ac.pg)**. Your original payment slip/deposit payment slip must be presented during registration. Should you wish to request for your Proforma School Fee Invoice, you can email [tuitiunfees@dwu.ac.pg](mailto:tuitiunfees@dwu.ac.pg) with the email subject: Request for Proforma School Fee Invoice- your ID No.

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

## **Student Accommodation and COVID Checks**

COVID 19 check is compulsory for all students to undergo upon arrival on campus. A COVID 19 check booth will be set up adjacent to the library. Once students are reported cleared from COVID and have paid both their boarding and lodging fee and On-Registration Fee will proceed to the Dormitory Deans to collect room keys. 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 this fee is paid. You will need to present the original copy of your fee deposits to sight during these checks. Students are asked to keep their original fee deposit receipts safe.

## **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/or Fax no. 422 2812. Your fax should be attention to Ms. Helen Kuran – Student Services Division. For any queries relating to registration, please contact the Office of the Registrar on 4222937.

**From the Office of the Registrar**