



Notice to continuing students attending Divine Word University in 2023

Congratulations to all students who have successfully completed studies in 2022 and will continue with their studies in 2023. The 2023 Continuing Students 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. Students who do not find your names on the list are asked to contact the Office of the Registrar to know your status.

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

You are asked to read carefully the contents of this notice to prepare for your smooth enrolment in 2023.

Successful readmitting student and new intakes acceptance lists and information will be posted at a later date.

Vital Announcement

The university has not yet received its TESAS scholarship payment for the 2022 second semester. For those students on TESAS scholarships, it means that their fees for 2022 have not been completed in full. DHERST advises us that it will be paid, but there is no assurance for when these payment will be made. The DWU University Council at its recent meeting passed the following motion that "Fees for 2022 must be paid in full before students can enrol for 2023". We feel it is important to inform you of this now in case the 2022 scholarship fees would not have been paid before the time of registration in 2023.

Registration

Official Registration will begin on **Monday the 6th of February 2023** and will end on **Friday the 10th of February 2023** 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 students' enrolment. Registering early will ensure a good start to your studies.

There will be two lines for Registration. One for continuing students and another line for new intakes and readmitting students. Look out for signage during the official registration week. 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 strictly be no registration of students after the 17th of February 2023.** We ask students to take heed of this advice and register early to avoid inconvenience to your enrolment.

Mandatory requirements that must be completed and presented during registration:

- ❖ Your progression letter
- ❖ Student Finance Form completed
- ❖ Conditions for Enrolment 2023 completed and signed

- ❖ DWU Medical Form completed – Medicals are mandatory 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 and Declaration Form – Students already signed declaration on file is effective until their completion of studies and will be considered valid
- ❖ 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 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 2023” for fee advice.

2nd and 3rd Step Document/Data Check – All mandatory documents listed in mandatory documents for Registration and updating of contact details if need be.

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 all 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.

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.

Repeating Units

Students who have failed unit(s) from previous semesters will need to repeat these unit(s) to guarantee their eligibility to graduate. A repeat unit request form must be completed for each unit undertaken. The due date to enroll to repeat a unit is by the third week of the semester that the unit is offered. Please discuss with your Head of Department (HOD) or the staff at the Office of the Registrar on how to enroll and the fee involved. The Repeat Unit Form will be available at the registration venue during registration.

Sponsorship

Students who wish to seek sponsorship from potential sponsors will have to facilitate this arrangement yourself. **We ask that you 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 2023

At Divine Word University, the annual total cost per student varies across programs and this increases depending on their residential choice, i.e. whether to live on or off-campus. Accommodation and lodging are charged separately from tuition fees. Divine Word University acknowledges that many students will find it difficult to meet this total annual cost, therefore fees are subsidised. **The “DWU Fee Schedule 2023”** is attached for ease of information and to know how much is required to be paid by the student.

It is first important to register by paying your “On-Registration Fee”. The following is the summary on how much should be paid for the year, depending on your Sponsorship status, i.e. whether you are on Government

Sponsored through the Tertiary Education, Study Assistance Scheme (TESAS) administered by the Department of Higher Education, Science, Research and Technology (DHERST) or not. It is advisable that you consult the DWU Fee Schedule 2023 for full details of fees.

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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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”.**
- **Students on TESAS must pay the balance of the total tuition fee before the 31st of May 2023 to avoid de-registration. Refer to the “2023 DWU Fee Schedule”.**

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 31st of May 2023. 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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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 31st of May 2023 to complete your tuition fees. Refer to the 2023 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 2023 to avoid de-registration. Refer to the “2023 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 2023 to complete your tuition fees. Refer to the 2023 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 2023 to complete your tuition fees. Refer to the 2023 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 2023 to complete your tuition fees. Refer to the 2023 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 2023 to complete your tuition fees. Refer to the 2023 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 2023 to complete your tuition fees. Refer to the 2023 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.

If you will be sponsored under the Department of Higher Education Research Science and Technology (DHERST) Tertiary Education Study Assistance Scheme (TESAS), DHERST will cover your final instalment payment in June 2023. **If DHERST does not meet its commitment to pay, it will be the responsibility of the student to meet this outstanding fee.**

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 2023 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

Students must identify your program and the required On-Registration fee that needs to be paid before registering. If a student wishes 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 31st of May 2023. **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 (abbreviated), Yr level

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.

Students must 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. Students must also pay the required boarding and lodge fee to secure accommodation on campus.

Student Accommodation

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 the **2023 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 this fee is paid. It is advisable that you keep your fee original deposit receipts safe and make copies of all deposits made. Please see the Student Services Team once you arrive on campus. It is advisable that students make it on campus before close of business to allow for our staff to assist you accordingly.

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.

DWU has an annual Cultural Celebration. It is encouraged you bring along your necessary bilas (traditional attire) with you.

You are also advised that community service will be required of all students in 2023. 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 and Grants 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.

From the Office of the Registrar