



Notice to continuing students attending Divine Word University in 2024

Congratulations to all students who have successfully completed studies in 2023 and will continue with their studies in 2024. The 2024 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 in preparation for registration. Students who do not find your names on the list are asked to contact the Office of the Registrar via email mcregistration@dwu.ac.pg 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 your name is on the progression list.

You must carefully read the contents of this notice to prepare for your smooth enrolment in 2024. New intakes acceptance list and information will be posted at a later date. We will also be contacting readmitting students via their nominated email address provided on their readmission application of their readmission application status.

Vital Announcement on Outstanding Fees

TESAS scholarships payment for the 2023 second semester is delayed. For those students currently on TESAS scholarships, it means that their fees for 2023 have not been completed in full. The DWU University Council at its recent meeting passed the following motion that "All outstanding fees for 2023 must be paid in full before students can enrol for 2024". We feel it is important that you are informed of this now in case the 2023 TESAS scholarship fees would not have been paid before the time of registration 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 progression letter

- ❖ Student Finance Form completed
- ❖ Conditions for Enrolment 2024 completed and signed
- ❖ DWU Medical Form completed– Medicals are mandatory during registration for Third-year students. If you have a chronic ailment or allergies, you are urged to complete a medical check. This will assist the university in ensuring your health is monitored and maintained as part of our duty of care. 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 (this will be posted to you)
- ❖ 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 in Registration. Refer to “DWU Fee Schedule for 2024” for fee advice.

2nd Step Document 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.

Repeating Units

If you have failed unit(s) from previous semesters, you will need to repeat these unit(s) to guarantee your eligibility to graduate. You must complete and pay for the additional unit before you can be enrolled in the unit. Enrolment into the unit must be paid for in the first three weeks of the semester that unit is been offered. You will collect a Repeat Unit Application Form from the Office of the Registrar and complete all formalities to repeat the failed unit(s). Enrolling into the unit without completing the requirements with the Office of the Registrar after the third week of the semester the unit is been offered will not be accepted and final marks will be disregarded. Please discuss with your Head of Department (HoD) or the staff at the Office of the Registrar on how to enroll and the cost involved.

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

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 subsidized. The “DWU Fee Schedule for 2024” 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 for 2024 for full details of fees.

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

- There are various levels of Governmental TESAS assistance.
- The AE (Academic Excellence) awards are worth K5,760.00 per year. HECAS (Higher Education Contribution Assistance Scheme) awards are worth K4,320.00 per year at a University. They are reviewed every year on the basis of academic merit once you are enrolled at a University. They may be lost through lower grades, suspension or termination.
- **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 **K9,240.00** must be paid in full 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 2024 to complete your tuition fees. Refer to the 2024 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 **K9,240.00** must be paid in full 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 2024 to complete your tuition fees. Refer to the 2024 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 **K8,190.00** must be paid in full 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 2024 to complete your tuition fees. Refer to the 2024 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 2024 to avoid de- registration. Refer to the “2024 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 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.

If you will be sponsored under the Department of Higher Education Research Science and Technology (DHERST) Tertiary Education Study Assistance Scheme (TESAS) in 2024, DHERST will cover your final installment payment in June 2024. **If DHERST does not meet its commitment to pay, it will be the responsibility of the student to meet this outstanding fee before the student can formally register.**

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. E.g.: Student ID Number, Full Name, Program and Year of Study. Your details:

Student ID, First name Family name, program name, Year 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.

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 in full 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.

Continuing students who failed to complete or comply to the 2023 End of Year student clearance process or comply to student residential guidelines may have their residential privilege limited until their 2023 outstanding clearance is complete. Students with current disciplinary sanctions affecting their boarding and lodging privileges are asked to seek alternate accommodation elsewhere.

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.

DWU biannually hosts its Cultural Celebrations. It is encouraged that you bring along your necessary bilas (traditional attire) with you as the DWU Cultural Celebration will be hosted in 2024.

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 your travel arrangements.

The University bus will pick students up from the airport upon arrival 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 Monday 11th of December 2023