



Notice to continuing students attending Divine Word University in 2025 (Madang Campus)

Congratulations to all students who have successfully completed studies in 2024 and will continue with their studies in 2025. The **Continuing Students List for the 2025 academic year** can be viewed or downloaded made available through this posting from the Divine Word University (DWU) official website.

The electronic copies of student progression letters and transcripts have been sent to individual students' email accounts and the hardcopies have been posted to students' nominated postal addresses.

Students are asked to read thoroughly the contents of your letter and to take heed of the information, fees and the expected dates to register. Students who do not find your names on the list are asked to check their student email for more information on your current status or contact the Office of the Registrar via email mcregistration@dwu.ac.pg to know your status.

The student finance team will be sending school fee proforma invoices to progressing students via your student email address. If you are yet to receive this email, you can email your request to the student finance team on tuitionfees@dwu.ac.pg

The new intakes acceptance list and information will be posted at a later date. Students who have requested to readmit for studies in semester one are asked to check their nominated email address for information on your application status.

Registration

Official registration will begin on **Monday the 3rd of February 2025** and end on **Friday the 7th of February 2025** at the **St. John Paul II Multipurpose Hall**. Students are expected to register during the official week of registration as this 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 the other for new intakes including readmitting students. Students are advised to look out for signage during the registration week for instructions.

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 reasons beyond your control for registering late. **There will be no registration of students after the 14th of February 2025. 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 will register on between Monday the 20th of January 2025 to Friday the 24th of January 2025. Students are required to visit the Office of the Registrar to register accordingly.

The following mandatory registration forms will be required to completed and submitted during the various steps of registration:

1. Student Finance Form
2. Conditions for Enrolment
3. Circular on Zero Tolerance
4. Copyright Act Waiver

A medical check is no longer a mandatory requirement for registration. A medical check however becomes mandatory should a student suffer from a medical condition or have allergies. Your medical status must be disclosed to the DWU Medical Clinic as this disclosed information will assist the university in ensuring your health is monitored and maintained as part of our duty of care. You can use the DWU Medical Forms to perform your medical check. A request for the electronic copy of the DWU Medical Form can be made to any of the staff at the Office of the Registrar to assist accordingly.

Steps in Registration to be followed correctly. Students will be required to register physically during the time of registration.

1st Step Document/ Data Check Submission of required registration documents. Any request for data change is only applicable to changing or updating of contact details. Students requiring change to their postal address from one province to another must have their request accompanied with evidence of relocation before any approved changes will be made.

2nd Step Finance Check - You must submit to the student finance officers during registration 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 2025”** for fee advice and information on the required fees to pay.

3rd Step Register - Final registration is processed by the Registrar before moving to the last two steps of registration.

4th 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.

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. Students will need to check with the Student Services Division for the official orientation program. It is compulsory that you attend the orientation program to know 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 repeat unit before you can be enrolled in the unit. Enrolment into the unit must be paid for within the first three weeks of the semester that unit is offered. The Repeat Unit Application Form can be collected from the Office of the Registrar. Enrolling into the unit without completing these requirements with the Office of the Registrar after the third week of the semester the unit is been offered will result in your final marks for the unit(s) disregarded and cancelled. Please discuss with the staff at the Office of the Registrar on the requirements to repeat a failed unit and the cost involved.

Fees for 2025

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 fee is 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 2025”** is attached for ease of information and to know how much is required to be paid by the student as tuition and the required fees to become a residential 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 2025** for the 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. These awards may be lost through lower grades, suspension or termination.

TESAS sponsored students are required to pay their “On-Registration Fee” to first register. These are the categories of registration fees students must pay according to the program undertaken.

- **TESAS Sponsored students taking MBBS and Rural Health program:** 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and advice.

SELF- SPONSORED FULL-TIME UNDERGRADUATE AND POSTGRADUATE STUDENTS

Self-Sponsored students are required to pay their “On-Registration Fee” to first register. 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and advice.

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.

- **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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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. 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and 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 by the expected due date. Refer to the *2025 DWU Fee Schedule* for more information and advice.

STUDENTS ARE REQUIRED TO TAKE NOTE OF THE FOLLOWING IRRESPECTIVE OF YOUR TYPE OF SPONSORSHIP:

- Students are required to pay their **“On-Registration Fee”** to register.
- Students must pay an additional fee as the boarding and lodging fee required based on your program apart from the tuition fee to be given accommodation on campus.
- 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 must pay the balance of the total tuition fee before the start of semester two to avoid de-registration in the first week of semester two in 2025. **The due dates for the balance of fees to be paid by students studying under the non-clinical programs is by Friday the 27th of June 2025 and for students studying under the clinical programs by Friday the 4th of July 2025.**
- **NO GUARANTEE LETTERS FROM SPONSORS WILL BE ACCEPTED DURING REGISTRATION**
- Students seeking sponsorship from potential sponsors will need to facilitate this arrangement yourself
- Do not travel to Divine Word University without paying your required On-Registration fee or any owed fees from previous years, as you will not be registered until these required fees have been paid in full.
- Do not deposit any additional amount or any other money (allowances money, personal money etc.) into the University Bank Account

All other programs refer to full time non-clinical programs that differ from clinical programs. The full time clinical programs are the Bachelor of Health Sciences (Rural Health), Bachelor of Physiotherapy and the Bachelor of Medicine, Bachelor of Surgery (MBBS) programs. Any program apart from the listed clinical programs are considered non-clinical programs.

If a student will be sponsored under TESAS, DHERST will cover your final installment payment in June 2025. **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 in the next academic year of studies.**

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.

Method of Payment of Fees

Students must identify your program and the required On-Registration fee that needs to be paid before registering. Please ensure payment is made directly to the DWU Bank Account ideally by the 31st January 2025 or before the commencement of registration. The fee covers tuition, teaching and learning resources material, computers and Students Representative Council (SRC) membership.

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
Account Name: Divine Word University School Fee Account
Account Number: 1000433806
Bank Branch: Madang Branch.

Ensure that you quote the following information on your deposit slip as it is essential to identify payment correctly. i.e. your Student ID Number, Full Name, the name of your 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 Student Finance Officers on by emailing tuitionfees@dwu.ac.pg. Your original payment slip/deposit payment slip must be presented during registration.

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 of K8,190.00 for non-clinical programs** and **K9,240.00 for clinical programs**. This is a separate fee from your required fee to register. Refer to the 2025 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.

Students must be aware that the Modilon Campus will now be providing bed-space accommodation without meals in 2025 for continuing students in years 2-4. Students will however need to apply to be considered for this arrangement. For more information and how to apply, please contact Mr Shepherd Kia from the Student Services Division via email skia@dwu.ac.pg. Students will be required to apply for the bed-spacer arrangement as only limited bed spaces are available.

Student Responsibilities

You must provide your own bed linen, pillow and mattress if you will be accommodated on campus. 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. 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 to the university. Students who are under TESAS are advised to contact the Scholarships Division at DHERST to confirm travel arrangements.

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 your return in 2025 to continue your studies.

Ms Maria Court
DWU Registrar

Released on Friday 20th of December 2024