ANTIGUA BARBUDA INTERNATIONAL INSTITUTE OF TECHNOLOGY (ABIIT)

P.O. BOX 736, COOLIDGE - ST. GEORGE'S ANTIGUA
E-mail: **info@abiit.edu.ag** Web: **www.abiit.edu.ag**

Registration Form (New Students)

Please **PRINT** the information requested in the boxes below. **Full/Half Tuition must be paid at Registration.**

Student Identification Number

Last Name   **Middle Initials**

First Name

Address

City/Parish   **State**   **Country**

Home Telephone   **Business Telephone**   **Ext.**

| 2 | 6 | 8 | | | | - | | | | | | 2 | 6 | 8 | | | | - | | | | | | |

E-mail: _____

Please check applicable boxes:

Citizenship/Residence:	Passport number	Gender:
Antigua/Barbuda ☐		Male ☐
CARICOM ☐	_____	Female ☐
International ☐	**Country of Issue/Date**	**Student Status:**
(*A valid passport is required for registration)	_____	Non-matriculated ☐

Do not write in this space. To be filled by ABIIT advisor

Program: _____

Trimester: ☐ Sept._____   ☐ Jan _____   ☐ Apr _____   ☐ Summer (July)_____

Course (CRN)	Description	Sect/	Days e.g. T/Th	Time	# of credits	Cost Per Credit ($)	Cost Per course	Pre-requisite for Course (CRN only)
					Totals			

_____   _____   _____

Advisor's Name (Please Print)   **Advisor's Signature**   **Date**

Payment Methods: Check applicable boxes:

☐ **Cash**   ☐ **Check**   ☐ **Scholarship**   ☐ **Other** _____
            (Payable to FTPZ)

(*Alternatively a voter's ID or birth certificate with recent photo may be used)

Please turn over

<h1 style="text-align:center">ABIIT's Policies on:</h1>

Refunds, Dropping/adding courses, Withdrawal from classes, an Incomplete grade, and Cancellation of classes
Please read carefully, and then sign below.

1. REFUNDS

ABIIT will refund all or a portion of the tuition fees for the trimester of enrollment under the following terms and conditions only:
a. The student must complete the application form for refund, and officially complete the withdrawal procedures through the Registrar's Office.
b. All relevant forms must be attached i.e. Drop/Add Form or Withdrawal Form.
c. Refund applications will be processed by the Bursar's Office and, upon approval, will be forwarded to the Treasury Department where checks are prepared.
d. Refunds will be made based on the criteria below:

Date of Withdrawal	Tuition Refund
Cancellation of class by ABIIT	100%
Before the start of the Trimester	100%
First week of class	80%
Second week of class	70%
Third & Fourth week of classes	50%
During and after the Fifth week	**NO Refund**

Please Note: All fees are non-refundable/non-transferable except in the case of Cancellations by ABIIT

2. GUIDELINES FOR DROPPING/ADDING COURSE(S)

Students may **add/drop** a course(s) up the end of the first week of classes. There is however an add/drop fee of $ 20

3. WITHDRAWAL FROM CLASSES

a. Students may **withdraw** from a course up to the **end of the fourth week** of the trimester without a grade being assigned.
The applicable refund/withdrawal fee will be applied.

b. Students will be given a grade **W** when they withdraw from a course from the 5th to the 6th week. No withdrawals from classes are allowed from Week 7 to the end of the trimester.

Note: **Entitlements to refunds end at the close of week 4. No new claims for refunds will be accepted from the commencement of week 5 and thereafter.**

c. If a student does not **officially withdraw** from a course by the end of week four (4), he/she is liable to ABIIT for the full trimester's tuition cost even if he/she stops attending classes later.

4. INCOMPLETE

Students may be assigned a grade of "I" (incomplete) by an instructor for not completing all of the course requirements due to extenuating, unavoidable, or uncontrollable circumstances. Students have 30 days from the end of the trimester to complete all outstanding course requirements. The instructor is expected to submit the changed grade within the 30 day period; however, if the Instructor does not submit a change of grade within 30 day period, the grade of "I" will be converted to "F" by the Registrar.

5. CANCELLATION OF CLASSES

If a course is cancelled by ABIIT, students will not be required to pay the drop/add fee, provided that they submit a Drop/Add form to the Registrar.

Student Attestation: I attest that the information that I have provided on this form is accurate. I have read, understood and I am in agreement with the information filled in by the ABIIT advisor. I have also read, understood and I am in agreement with the information concerning ABIIT's policies.

_____   _____
Student's Signature   **Date**

_____   _____
Signature-Office of the Registrar   **Date**