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ANTIGUA AND BARBUDA

INTERNATIONAL INSTITUTE OF TECHNOLOGY

ADMISSIONS OFFICE

REGISTRATION FORM (RETURNING STUDENTS)

Student ID: Enter text.

Last Name: Enter text. Middle Initials: Enter text.

First Name: Enter text. Address: Enter text.

City/Parish: Enter text. State: Enter text. Country: Enter text.

Home Number: Enter text. Mobile Number: Enter text.

Email: Enter text.

**Please check the applicable boxes:**

|  |  |  |
| --- | --- | --- |
| Citizenship/Residence | Gender | Student Status |
| Antigua/Barbuda  CARICOM  International  **(\* A valid passport is required for registration)** | **Passport number**  Enter text.  **Country of Issue/Date**  Enter text. | Male  Female  Matriculated  Non-Matriculated  Probation  Non-Probation |

Program: Click or tap here to enter text.

Trimester:

Sept Enter text.

Jan Enter text.

Apr Enter text.

Summer (July) Enter text.

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

Enter text. Enter text. Enter text.

**Advisor’s Name (Print) Advisor’s Signature Date**

**Payment Methods: Check all applicable boxes:**

Cash  Check  Scholarship  Other Enter text.

***(Payable to Permanent Secretary Ministry of Education)***

**ABIIT’s Policies on:**

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 a 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 a class by ABIIT | 100% |
| Before the start of the Trimester | 100% |
| The first week of class | 80% |
| The second week of class | 70% |
| Third & Fourth weeks 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) at the end of the first week of classes. There is however an add/drop fee of $ 30

**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 of **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 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 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 the 30-day period, the grade of “I” will be converted to “F” by the Registrar.

**5. CANCELLATION OF CLASSES**

If a course is canceled by ABIIT, students will not be required to pay the drop/add fee if they submit a Drop/Add form to the Registrar’s Office.

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

Click or tap here to enter text. Click or tap here to enter text.

Student Signature Date

Click or tap here to enter text. Click or tap here to enter text.

Registrar’s Signature Date