

## TUITION, FEES AND CLASSIFICATIONS

Description	IA	IB	II	III
*Application Fee	\$25	\$25	\$25	\$35
Late Application Fee	\$50	\$50	\$50	\$50
**Tuition	<b>Free Gov. Tuition Asst.</b>	\$55 <i>Per Credit</i>	\$105 <i>Per Credit</i>	\$110 <i>Per Credit</i>
Student Fees	\$35	\$35	\$35	\$35
Student Govt. Fee	\$15	\$15	\$15	\$15
*Orientation Fee	\$50	\$50	\$50	\$50
Technology Fee	\$50	\$50	\$50	\$50
*Property Fee	\$30	\$30	\$30	\$30
Registration Fee	\$35	\$35	\$35	\$35
Late Registration Fee	\$50	\$50	\$50	\$50
Science Lab Fees <i>Per course</i>	\$40	\$40	\$40	\$40
Food Production Lab Fee <i>per relevant course</i>	\$20 \$45	\$20 \$45	\$20 \$45	\$20 \$45
Re-Admittance Fee	\$20	\$20	\$20	\$30
Registration Fees: <b>New Students</b>	\$215	\$215	\$215	\$215
<b>Returning Students</b>	\$135	\$135	\$135	\$135

**CATEGORY 1A**  
BVI Islanders  
Belongers  
Naturalized Citizens

**CATEGORY 1B**  
HLSCC Employee (Student Fees only)  
HLSCC Employee's Spouse  
HLSCC Employee's Dependent Child under 18 years of age  
Individuals granted Legal BVI Residency  
Government Employees

**CATEGORY 11**  
Individuals residing in the British Virgin Islands for seven years or more.  
Dependent child under the age of 18 whose parent has been residing in the BVI for seven plus (7+) years.

**CATEGORY 111**  
Individuals residing in the BVI for less than seven years.  
Dependent child under the age of 18 whose parents have been residing in the BVI for less than seven (7) years.  
Individuals in the Territory for the expressed purpose of attending HLSCC.

*Students are considered registered when tuition and fees are paid in full.*

\*- one-time fee  
\*\*- per semester

All fees, except course associated fees, are non-refundable

## REFUND POLICY

When a student withdraws from a course, only a portion of the tuition is refunded. Student fees are non-refundable. The schedule of refunds is as follows:

**FALL AND SPRING SEMESTER**

1st Week 90% refund  
2nd Week 75% refund  
3rd Week 50% refund  
4th Week 25% refund  
After 4th Week - No Refund

**SUMMER TERM**

2nd day 90% refund  
3rd day 75% refund  
4th day 50% refund  
5th day 25% refund  
After 5th day - No Refund

## REGISTRATION PROCESS

- Students are asked to follow the procedures listed below to register for classes for each semester.
- Refer to the academic calendar for the registration dates or contact the Registry if a calendar is not available via the telephone number or the College's website indicated on the cover page.
- Obtain approval of admission before registration from the Registry.
- Study the course offerings for the semester carefully; give due consideration to your academic programme and your personal responsibilities as you decide on your registration. (Nearing the end of a semester, a link will be placed on the College's home page with the courses being offered the following semester) .
- Each student is assigned an academic advisor upon approval of application. During the advising and registration period, all students are required to meet with the assigned advisor. If an advisor has not been assigned, please contact the Dean's Office at telephone number 852-7292.
- The normal course load for a full-time student is 12-16 semester hours. Students who wish to enroll in more than 16 hours must obtain the written approval of the Academic Dean.

Office  
of  
Registrar  
&  
Enrolment Management

H. Lavity Stoutt Community College



ALL ABOUT  
THE REGISTRAR'S OFFICE  
AND THE  
REGISTRY SERVICES

Registry and Enrolment Management Office  
H. Lavity Stoutt Community College  
P.O. Box 3097  
Road Town, Tortola, VG1110  
British Virgin Islands  
Telephone: 284-852-7000  
Fascimile: 284-852-7249

Website: <http://www.hlsc.edu.vg>

[Registrar@hlsc.edu.vg](mailto:Registrar@hlsc.edu.vg)

## WELCOME

Welcome to the Registrar and Enrolment Management Office. Our comprehensive guide will tell you all about the Registrar's Office, the Registry Services we provide, New Student Orientation and lots more, in order to help you through the application, admission, orientation and registration processes. We look forward to welcoming you to the College Family.

## STATEMENT OF PURPOSE

The Registrar's Office provides administrative leadership and direction through non-instructional support of the College's mission and priorities. In addition to the many services which we provide, the Registrar and Enrolment Management Department serves as the "window" to the institution, and maintains a unique working relationship with HLSCC administrators, deans, faculty, staff and students in the interest of providing an efficient, clear and consistent approach in our service delivery.

## REGISTRY STAFF

**Florence L. Phillips**  
Senior Administrative Officer  
Telephone 284-852-7189

**Sandra Pope**  
Clerical Officer  
Telephone 284-852-7226

**Annisha Jacobs**  
Database Applications Co-ordinator  
Telephone 284-852-7246

**Vanessa Rymer**  
Executive Assistant  
Virgin Gorda Centre  
Telephone 284-852-7107/495-5251

**LuVerne Baptiste, Ed.D.**  
Registrar and Director  
of Enrolment Management  
Telephone 284-852-7247

## REGISTRY SERVICES

## APPLICATION PROCEDURE

## ADMISSION

## ADMISSION (cont'd)

The Registry and Enrolment Management Office provides various services to the College Community. They are as follows:

- Registration of courses
- Maintain and verify courses inventory
- Maintain confidentiality with personal and academic student records
- Disseminate information on admissions and interpret admissions policies
- Provide assistance relating to graduation requirements
- Perform admissions counseling
- Process students for acceptance to HLSCC, and to other universities
- Assist in providing administrative and academic support to students and the campus community
- Remain abreast of student needs and trends in support of student recruitment, retention and graduation
- Oversee all recruitment activities
- Ensure timely student registration
- Provide leadership for relations between HLSCC, secondary schools, the community and corporate BVI

The H. Lavity Stouff Community College (HLSCC) application forms for admission are available from the Registrar's Office or via email requests and should be completed and submitted with all supporting documents, such as, birth certificate, passport, proof of resident status, high school diploma, CXC/GCE Certificates), by the prescribed date either in person at the Paraquita Bay Campus or by mail to the following address:

Registry and Enrolment Management Office  
H. Lavity Stouff Community College  
P.O. Box 3097  
Road Town, Tortola, VG1110  
British Virgin Islands

Applications for admission will not be processed unless all documents and application fees are submitted. For persons submitting application by mail, the non-refundable application fee of \$25.00 for Residents of the British Virgin Islands and \$35.00 for International students or must be enclosed with the application. Remittance should be by cheque or money order in the form of a bank draft payable to H. Lavity Stouff Community College, or by credit card.

On approval of admission, applicants must first participate in the scheduled orientation, then REGISTER IN PERSON during the days and time set by the College. For more information please contact the Registrar and Enrolment Management Office at Telephone 284-852-7000 or email Registrar@hlsc.edu.vg as indicated on the cover page.

To be considered for admission to the ASSOCIATE DEGREE LEVEL PROGRAMMES, a student, including *international students*, should have graduated from High School with CXC or GCE required grades, or High School Certificate or Diploma. Other students however, who do not possess a High School Certificate or Diploma, will be allowed to register for a CERTIFICATE LEVEL PROGRAMME until the above requirements have been satisfied. These requirements can be met through successful completion of the Alternative Secondary Education Programme at The Elmore Stouff High School (ESHS) in the British Virgin Islands or the US General Education Diploma (GED) programme exam.

While there are no stipulated admission requirements to any of the enrichment courses, the Academic Dean may require some level of proficiency in the area of interest, depending on the complexity of the subject being offered.

For admission, a student is expected to present the following documentation:

a) High School diploma and CXC/GCE subjects including English and Maths at the General Proficiency level Grades 1-3. Persons without high school qualifications may be eligible to participate in other course or programme offerings at the institution which are Certificate of Achievement programmes or Enrichment courses, some of which may require pre-requisites.

b) Passport, birth certificate, or proof of residence status and time of arrival in the

British Virgin Islands.

c) Social Security number, if employed. Admission to the College does not guarantee enrolment in the programme or courses requested by the student. Placement is based on assessment standards developed to help ensure the student's academic success. Students are advised to contact the College Registry at Telephone 284-852-7000 or email Registrar@hlsc.edu.vg for information on testing and academic advising.

### ACADEMIC CALENDER

Please refer to the College's website and or student intranet for updates