

- The normal course load for a full-time student is 12 to 16 semester hours. Students who wish to enroll in more than 16 hours must obtain the written approval of the relevant Dean.

**STEP 2 – REGISTRATION**

- Register for approved courses during published registration dates.
- Registration takes place on a first-come first-serve basis; where preferred courses are full, students should choose approved alternate courses, or request to be added to the wait list.
- Waitlisted student will have first preference if seats become available. However, wait listing does not guarantee entry to a course. Only students who obtain course entry from the wait list will be notified.

**STEP 3 – PAYMENT**

Registration is not complete unless tuition and fees are paid. Tuition and fees are separate charges, both of which are payable at the time of registration. For students who pre-register, payments are due two weeks before normal registration. For students who register during regular and or late registration, tuition and fees must be paid by the second business day after the end of the ADD period. For students who register for a summer class, payment is due one week before the start of the summer class. Failure to do so will void the registration. Students with outstanding tuition balances and financial concerns can contact the Fiscal Services Department prior to the first day of classes. **Student Fees are non-refundable.**

**TUITION AND FEES**

Tuition and Fees are separate charges. All students are assigned to a specific category, which specifies which level of tuition the student is charged. Fees are standard for all students. Some fees, such as Science Lab Fees are refundable if a student withdraws from a class. Student Fees, however, are non-refundable.

**Tuition, Fees and Classifications**

	<b>Category IA</b>	<b>Category IB</b>	<b>Category II</b>	<b>Category III</b>
<b>Tuition</b>	TAP Government Free Tuition Assistance Programme	\$55.00 per credit	\$105.00 per credit	\$110.00 per credit
<b>Culinary Arts Tuition plus fees for General Education courses</b>		\$147.00 per credit (68 Credits)	\$284.00 per credit (68 Credits)	\$318.00 per credit (68 Credits)
<b>Criteria</b>	BVIslanders Belongers Naturalised Citizens	HLSCC Employee (Student Fees only)  HLSCC Employee's Spouse  HLSCC Employee's Dependent Child under 18 years of age  Government Employees	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.	Individuals residing in the BVI for less than seven (7) years.  Individuals in the Territory for the expressed purpose of attending HLSCC.

Application Fee:		
Local		\$ 25.00 (one time)
International		\$ 35.00 (one time)
Late Application (Admission) Fee		\$ 50.00 (per application)
Re-Admittance Fee (Local)		\$ 20.00 (after absence of 4 consecutive semesters)
Re-Admittance Fee (International)		\$ 30.00 (after absence of 4 consecutive semesters)
Registration Fee:		
New Students		\$ 215.00 (one-time)
Returning Students		\$135.00 (per semester)
Educational Resource Fee		\$250.00 (per semester)
Late Registration Fee		\$ 50.00 (per semester)
Replacement ID Fee		\$ 20.00 per replacement
Culinary Lab Fees:		
Year 1/Semester 1		
Knives		\$400.00 (per year)
Uniforms		\$ 300.00 (per year)
Food Lovers' Manual		\$ 50.00 (per year)
Internship		\$ 500.00 (per year)
Year 1/Semester 2 & Year Two		\$1,500.00 (per semester)
Science Lab Fee		\$ 40.00 (per science course)
Food Production Lab Fee		\$ 45.00 (per relevant course)
Payment Plan Late Fee		\$ 20.00 (per month)
Field Trip		Fee varies according to departments
Teaching Practice Fee		\$ 50.00 (one term)
Graduation Application Fee		\$ 90.00 (includes regalia and one certificate)
Late Graduation Application Fee		\$ 20.00 (per application)
Diploma Replacement Fee		\$ 100.00
Transcripts	pick-up (first one is free)	\$ 15.00 (each)
	on demand	\$ 20.00 (each)
	E-Transcript	\$ 20.00 (each)
	Mailed	\$ 18.00 (each) plus shipping
Letters		\$ 5.00 (each)
Copies of documents from file		\$ 2.00 (per copy)

## REFUND POLICY

When a student withdraws from a course after the start of classes, only a portion of the tuition is refunded. The schedule for refunds is as follows:

FALL AND SPRING SEMESTER		SUMMER SEMESTER	
1st week	90% refund	2nd day	90% refund
2nd week	75% refund	3rd day	75% refund
3rd week	50% refund	4th day	50% refund
4th week	25% refund	5th day	25% refund
after 4th week	NO REFUND	after 5th day	NO REFUND

## OFFICIAL REGISTRATION AND COURSE MEMBERSHIP

An official registration is the acceptance by the Registrar and the Bursar of an individual's course registration form with the appropriate amount of tuition and fees. Students are not members in any course or class until their names appear on the official class roster or the lecturer has received official evidence of registration from the Registrar. The students remain members of a class until grades are reported or until they withdraw from the course or until if for any reason, they are suspended from class.