MEMORANDUM

To: All Students
From: Phillip Robinson - Registrar
Date: May 18, 2017
Subject: Administrative Fee for Student Requested Letters

The University wishes to announce the introduction of a fee associated with the processing of all student request letters with immediate effect. These include letter requests for:

- Final Examination Dates
- Registration Status
- Registration Dates
- Insurance
- Embassy
- Completion
- BIR (Board of Inland Revenue – tax purposes)
- Copies of UTT receipts
- Fees paid
- Fees projection letter
- Fees owing for Semester

This has become necessary to bear the administrative costs associated with the processing of these letters.

The fee amount to paid (per letter requested) is **TT$30.00 and non-refundable.** Payment(s) can be processed at any Student Accounting Unit or at any branch of First Citizens Bank.

It is also important to note that all letter request forms must be submitted with proof of payment (UTT issued receipt or bank deposit slip).

We thank you for your usual understanding and cooperation.

Phillip Robinson
Registrar

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