



Wednesday 25 October 2023

## Vital advice to students on the 2023 end-of-year arrangements and information and expectations for the 2024 academic year – Full-Time programs (Madang Campus)

This vital advice is to all full-time studying students in Madang campus on the 2023 end of year arrangements and information and expectation for 2024 academic year.

The following will be detailed in this notice:

1. Timing of collection and signing of clearance forms by the Office of the Registrar
2. TESAS end of year travel arrangements in 2023 and other TESAS matters
3. Fees for 2024
4. Progression information in 2024
5. Registration dates in 2024
6. Registration process in 2024
7. Mandatory forms for registration in 2024

It is a requirement that students take time to read the contents of this notice.

### 1. Timing of collection and signing of clearance forms by the Office of the Registrar

Student clearance is an annual process administered by the Student Services Division. The Student Clearance Form is released to students at the end of the year to initiate the clearance process as students prepare to vacate the campus.

The collecting and signing arrangements of the student clearance form by the Office of the Registrar will be as follows from Wednesday the 25<sup>th</sup> of October 2023 onwards:

- a. The student clearance form must be signed by all respective sections before the Registrar/ or Deputy Registrar will sign
- b. Student clearance forms for signing will be collected by the Office of the Registrar at the Students Services Conference Room from 9am to 11am daily during normal working days
- c. The signed student clearance forms will be issued back to students between 2pm and 4pm at the Student Services Conference Room during normal working days
- d. These arrangements for collection and signing will remain until the expected date of students to vacate the campus by **(Refer to dates in the published notice released by the Student Services Division)**

A completed signed student clearance form must be presented back to your Residential Deans to progress final clearance to the Director of Student Services as per her communicated directive. It is mandatory that all

students, irrespective of their residential status, must complete the clearance process before they vacate the university. Students who do not adhere to the clearance process may find their boarding and lodging arrangements in 2024 inconvenienced.

## 2. TESAS end of year travel arrangements in 2023 and other TESAS matters

The end of year travel arrangement for students on TESAS will be communicated to students once we have final ticketing and road arrangements in place.

We will be utilizing the Student Intranet, the Student Moodle forum page and notice boards on campus to make further announcements. We ask that you continue to check these platforms for awareness. Students on Self-Sponsor status are responsible for their own travel arrangements.

Students on TESAS in 2023 who applied for TESAS Refund at the beginning of the year unfortunately still have their refund payments pending. After several follow-ups made to the Department of Higher Education, Research, Science and Technology (DHERST), there is still no indication of when travel refunds will be made. Normal follow-ups will continue, and once we have any updates, we will provide.

## 3. Fees for 2024

Tuition fees will remain the same in 2024 as in 2023, however, the Boarding and Lodging fee increase will be effected in 2024. This has been communicated by the recently published notice titled ***“Notice to all Students concerning fees in 2024”*** on the Student Intranet and the Moodle Student Forum page, on the Divine Word University (DWU) official website and shared on the official DWU Facebook page. Please ensure that you read the notice to ensure your fees are paid appropriately in 2024.

Students must pay the On-Registration Fee i.e. the required tuition fee to register for studies. The fee for Boarding and Lodging is a separate fee from your tuition fee that must be paid before you can be provided accommodation/meals on campus. It is strongly advisable that you read the notice and consult the **2024 Fee Schedule** to familiarize yourself with the required amounts to pay in 2024. You can be refused registration or boarding and lodging arrangements if the required fees are not met.

Proforma Invoices will be made available to students by the Student Finance Team and can be requested via email [tuitionfees@dwu.ac.pg](mailto:tuitionfees@dwu.ac.pg). The pro-forma invoices requested will only be released to progressing/continuing students by our finance team.

## 4. Progression Information in 2024

The progression information will be published via the DWU Official Website in late December 2023 or early January 2024. The contents of the information will announce the names of progressing/continuing students and information to prepare for registration in 2024. This information must be consulted should your posted correspondence not reach you in time. Should there be technical issues experienced due to internet connectivity affecting the uploading of this information on the website, students can check the Official DWU Facebook page for any announcements by the Office of the Registrar. The Office of the Registrar will only respond to requests for e-copies of your progression letter and mandatory registration documents in the second week of January 2024 and not prior to allow for our team to process all correspondence for 2000 plus students on the Madang campus and 1000 plus transcripts for students on other campuses.

The DWU Facebook page will be used to announce any other information for ease of communication concerning matters of the Office of the Registrar during December 2023 and January 2024.

## 5. Registration Dates in 2024

Official registration will begin on Monday, the 5<sup>th</sup> of February 2024 to Friday the 9<sup>th</sup> of February 2024, for both new and continuing students. Registration will take place at the John Paull II Hall.

There will only be a one-week grace period for registration after the 9<sup>th</sup> of February 2024. Students are therefore asked to make it in time for registration. Registration dates will not be extended. The absolute last day of registration is on the 17<sup>th</sup> of February 2024. Students disadvantaged by situations beyond their control must communicate their reasons by emailing the Registrar and must still use the one-week grace period to register, as there will be no extension after the 17<sup>th</sup> of February 2024.

## 6. Registration Process in 2024

On the days of registration, students will find two processes, one for new/readmitting students and another for continuing students. Look out for signage during registration.

### *Steps to register:*

**1st Step Finance** – You must submit your deposit copies (all fees paid by yourself, parents or other sponsors) and the completed Student Finance Form. You are expected to pay the required On-Registration Fee to progress to the next steps in Registration. Refer to “DWU Fee Schedule for 2024” for fee advice.

**2nd Step Document Check** – All mandatory documents must be submitted

**3rd Step Data** – Data information is collected and imported into the system. Continuing students may skip Step 3 unless they need to update their contact details only. Change of postal address from one province to another must be accompanied by evidence of relocation before changes are made.

**4th Step Registrar** – Final registration is processed by the Registrar before progress to the last two steps.

**5th Step ICT** – Activation of ICT accounts. ID photos will be taken for Third Year BS and SRS Students only

**6th and Final Step Student Services** – To check for Room allocation if not yet allocated. Ensure that you have evidence of payment made for the boarding and lodging fee to present to the respective officers at the Student Services Division.

## 7. Mandatory forms for registration in 2024

Mandatory requirements that must be completed and presented during registration.

- ❖ Your Progression Letter
- ❖ Student Finance Form completed
- ❖ Conditions for Enrolment 2024 Form completed and signed
- ❖ DWU Medical Form completed– Medicals are mandatory during registration for Third-year students. Those suffering from a chronic illness or having allergies are asked to complete a medical check. This will assist the university in ensuring your health is monitored and maintained as part of our duty of care. Only DWU Medical Forms will be accepted. The Medical Form must be stamped and dated current by the facilitating Practitioner/ Clinic where medicals were attempted.
- ❖ The Sports Waiver Form (if you are under 21 years of age)
- ❖ Circular on Zero Tolerance – read before you complete and sign the Declaration Form
- ❖ Copyright Act Waiver – to be completed by all students taking Bachelor of Communication Arts (Journalism)

Mandatory Forms must be downloaded from the DWU website or requested through the Office of the Registrar by emailing [mregistration@dwu.ac.pg](mailto:mregistration@dwu.ac.pg)

We also would like to take time to send our best wishes to all students who have started or are preparing to start their end-of-year examinations and especially to those in their final year of studies. We pray you seek God's wisdom in all you do. For it says in the bible, *"If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you"* (James 1: 5).

Finally, we wish you and your families early, warm Christmas greetings and blessings for the new year.

**Ms Maria Court  
Registrar, DWU**

**Endorsed by the DWU President and Vice President, Academic Affairs**