

AIM UNIVERSITY GROUP

STUDENT SERVICES DOCUMENTS AND STUDENT REQUEST FORMS

TITLE OF FORMS	PURPOSE AND FEES FOR THE DOCUMENTS	ONLINE LOCATION
Annual Enrollment Form	This form is done by returning students on a new academic year. A college year is January - August; September- April; and May - December. The new college year can start in May, September or January based on your start date.	The link is to be updated. You will be advised by SSO via email when it is ready.
Boarding And Hostelng Agreement And Fees	Boarding is long-term and shared living accommodation on-campus. Hostelng provides overnight accommodation and the students pay per night. Accommodation is facilitated through the College but is a separate agreement with the property owner. The cost and terms of agreements are on the boarding and hostel request form. International students pay 25% more than residents for boarding accommodation.	http://colbournecollege.weebly.com/boarding-fee-and-form.html
Deferment Agreement	Students who are withdrawing from the program due to unforeseen circumstances will first advise us at iHelpdesk. The student must also tell us the proposed return date on a future semester so the Bursar can use the information to assess the state of the students' financial records to ensure it is cleared when s/he returns. The Deferment Agreement is filled out by the Bursar and sent to the students to review and sign.	iHelpdesk weCONNECT - AIM UNIVERSITY GROUP A sample of the Deferment Agreement is here: Student Services - AIM UNIVERSITY GROUP
Enrollment Documents And Tuition Receipts Submission	Upload all enrollment documents, tuition and exam fee receipts, and other payment records to the enrollment documents and tuition receipts submission webpage.	Enrollment Documents & Tuition Receipts Submissions - AIM UNIVERSITY GROUP
Extenuating Circumstances (EC Form)	Students complete and submit the Extenuating Circumstances Form for special considerations when unplanned issues will be preventing them from attending an oral examination or meeting a submission deadline. The Student MUST provide supporting evidences to allow the Associate Director Of Programs to accurately assess if the student's education has been seriously disrupted or disadvantaged by issues such as: illness, death, natural disaster, service-man duty, accident, difficulties with schooling, or challenging personal or family circumstances etc. The student must submit the completed EC Form and evidences prior to the exam or submission deadline and not after the date passed. It is extremely rare when approval is granted for extension after the date passed.	https://www.aimuniversitygroup.org/uploads/2/3/7/9/23793496/extenuating_circumstances_policy_aim.pdf
Financial And Enrollment Agreement 2 - late payment, bad debt and deregistration process document	This document forms part of the enrollment agreement and is given to the students prior to registering for classes on the semester. It covers the issues of finances looking at the use of the promissory notes, calculating late fee on tuition paid after the deadline, deregistration and the processes involved, the implications of deregistration on the student, requesting and submitting the promissory note, and the signature page for the new student to sign endorsing understanding and application of the policies to their records and accounts.	A sample of the Financial and Enrollment Agreement 2 - late payment, bad debt and deregistration process document is here: Student Services - AIM UNIVERSITY GROUP

iHelpdesk	Students help center for customer service	weCONNECT - AIM UNIVERSITY GROUP
Official Grade Report	Official Grade Reports (OGR) function as transcripts showing all units undertaken and the grades you earned. Official transcripts are provided by Pearson but only when the Diploma is awarded. The Cost for the OGR: \$20.00 for express - in 2 weeks; and \$15.00 for regular time - 4 weeks. Add \$5 for international recipients. For security reasons, OGR is sent directly to institutions requesting the transcript and NOT given directly to students - albeit the student can request an image (picture). OGR is requested at iHelpdesk and the Administrator notifies you when the Report is mailed. Grades for all units are sent directly to students' emails. OGR is just the official record.	weCONNECT - AIM UNIVERSITY GROUP
Promissory Note Request Form (For Current Students)	Allows current students who cannot pay on the day the tuition is due, to request an extension of 14-days OR 30-days using promissory notes. When you request the form at iHelpdesk clearly state if it is the 14-day or 30-day extension you seek. The Bursar will fill out the form and send it to you to sign.	Promissory Note Request - AIM UNIVERSITY GROUP
Promissory Note Request Form (For Continuing Students)	Allows continuing students who cannot pay for the re-sit by the registration deadline to request a 30-day extension to pay. Submit the form and future receipts of payment at the iHelpdesk.	weCONNECT - AIM UNIVERSITY GROUP A sample of the form is here: Student Services - AIM UNIVERSITY GROUP
Reference Form For Character Reference	Character reference is NOT a right but earned privilege. To offer a character reference we must have verifiable evidence of your positive characteristics e.g. of leadership through positive actions in the college e.g. leading team or student associations, peer support, volunteerism, participation in key issues and community meetings, very good class attendance, good grades, and punctuality in submitting assignments. In short, we use your true record to tell your story of integrity, mindfulness, commitment, punctuality, and achievements. Where we can't grant this reference, we recommend you request a status letter. Fill out the Reference Form and submit it to iHelpdesk. Recommendations are FREE. The turn-around-time is 7 days.	https://www.aimuniversitygroup.org/uploads/2/3/7/9/23793496/request_for_character_reference_form_aim.pdf
Refund Request Form	Refund policies are in the Financial And Enrollment Agreement that students receive and sign prior to commencing classes. The refund policy describes the amount that is refundable within specific timelines and the final date on the enrollment year that the refund request form must be submitted. Students seeking refund must submit the written request to the iHelpdesk before the end of week 3 of the new academic year.	Refund Request Form - AIM UNIVERSITY GROUP A sample of the Financial and Enrollment Agreement with refund policy is here: Student Services - AIM UNIVERSITY GROUP
Registration and Assignment Forms for Continuing Learners & Distant Learners	Students will complete the regular program e.g. in 24 months. The immediate semester that follows is the Grace Period where students correct units with referred grades and take classes failed. When the grace ends, students pay continuing registration fee of \$360 per year until they earn the Diploma. Students must exit the program no later than 36 months after the regular program ends.	https://www.aimuniversitygroup.org/dl-resit-homepage.html

Status Letter	Status Letter is provided to show that you are attending the college and provides details such as; program name, program level, program start and end date, and your current year. You can request that cost of the program be included. To request a status letter, you must tell us the name, title and address of the receiving party. You must also pay for the form and upload the receipt with the request to iHelpdesk. The Cost is: \$7.00 for express - in 7 days; and \$5.00 for regular time - 2 weeks.	weCONNECT - AIM UNIVERSITY GROUP
Transcript Request (Pearson BTEC)	Diploma and Transcript are awarded directly by Pearson and GED and only after the students earn the certification. You may contact iHelpdesk and we will provide you the link to the webpage to make the request. Alternately, you can request an Official Grade Report if you have not yet completed the diploma/certificate.	weCONNECT - AIM UNIVERSITY GROUP
Tuition And External Exam Fee	Tuition, external examination/assessment fees, payment plans, and payment due dates are on your Financial and Enrollment Agreement. The fees are also posted at AIM UNIVERSITY GROUP - HOME .	Student Services - AIM UNIVERSITY GROUP
Deregistration Letter	When the efforts to collect the outstanding balance fails, the Deregistration Letter is emailed to the student with keynote: “ I am sad to inform you that effective immediately you are de-registered for this semester.... You are not allowed to attend classes, participate in college activities, submit coursework, or place any student services requests for grades or status letter until the amount is settled.	Student Services - AIM UNIVERSITY GROUP
Notice Of Default (Letter Of Intention To De-register)	Students choose to pay the tuition in full, 2, 3 and 4 parts. Each payment plan stipulates the dates for a payment over the academic year. The 40-Month Flexi-payment-plan is also an option to pay for tuition. Due to circumstances preventing the students from making the payment on an agreed date, they MUST use either the 14-day Promissory Note or 30-Day Promissory Note to secure the extended payment deadline. Where the student fail to request the promissory note after missing his/her payment date, or if using a promissory note the student fails to make the payment on the agreed date, the Bursar will email the 'Letter Of Intent To Deregister' to the student. This is a notification of default, and shows the amount owing, and immediate actions needed to stop the deregistration process which will cancel his/her enrollment.	Student Services - AIM UNIVERSITY GROUP
Payments For Tuition And All Other Fees	From Inside the US: Bank Of America to: Account #: 229054668897 Account Name: The American Institute Of Management Science From Inside Jamaica Sagicor Bank to: Account #: 5500512708 Account Name: Advanced Educational Service Paying From Anywhere Else In The World To make a transfer from your bank to our bank (called wiring the funds) - please email us at enroll@aimuniversitygroup.org for the routing numbers.	PAY ONLINE USING THIS LINK: https://www.aimuniversitygroup.org/where-to-pay.html UPLOAD A COPY OF YOUR RECEIPT with your name written on it. Go Here To Upload The Receipt: Enrollment Documents & Tuition Receipts Submissions - AIM UNIVERSITY GROUP
Your Refund Request Is Denied	When a student submits a refund request, the Bursar reviews the terms of refund for the program using the same Financial And Enrollment Agreement provided to the student. If the request is received after week 3 of a new academic year, the refund cannot be granted, and the student is advised by email.	Student Services - AIM UNIVERSITY GROUP

<p>Your Refund Request Is Approved</p>	<p>When students submit a refund request, the Bursar reviews the terms of refund for the same program using the Financial And Enrollment Agreement. If the request is received before the end of week 3 of a new academic year, the request will be considered. When approved, the student is advised by email of the: amount, and date the payment will be transferred to the Payer (only). When we fail to start a program, students are granted full refund.</p> <p>Refunds are paid within 31 days after the student is sent the approval. The amount refunding is based on the number of weeks on the program, and the exchange rate on the date of payment. Exchange rates are calculated using the published rates from the Sagicor Bank on the date of the transfer.</p> <p>Refunds are paid in JMD irrespective of the currency that the tuition was made because banks in Jamaica, do not transfer foreign currency into JMD accounts. They convert the value into JMD.</p>	<p>Student Services - AIM UNIVERSITY GROUP</p>
--	---	--

IMPORTANT

Students making requests for any form of student support or academic services **MUST** have financial clearance. If you do not have financial clearance, a block is placed on your record. This block leads to deregistration from the semester, and you will not be able to attend classes, submit assignments, or make any request about grades or your tenure until you have cleared the outstanding balance and the block is lifted from your record. Please keep your tuition and fees up-to-date to benefit fully from your residency.