



Cipriani College of Labour and Co-operative Studies Local Student Fee Structure 2021/22

Cipriani College of Labour and Co-operative Studies (CCLCS) is pleased to offer our students affordable rates for the academic year 2021/2022. CCLCS is a participant in the Government Assistance for Tuition Expenses (GATE) programme; **eligible Nationals of Trinidad and Tobago** are encouraged to apply **for GATE** within the specified time period. For more information please visit our website.

Students who have not been approved by GATE will be required to pay their fees in full. We also offer convenient **Student Payment Plans (SPP)** to assist in meeting payments. Please visit our website to determine whether you qualify and how you may apply.

BACHELOR OF SCIENCE DEGREE in:	No. of Credits	Price per Credit	Total Cost
Project Management	111	TT\$383	TT\$42,471
Security Administration and Management	119	TT\$336	TT\$40,016
Occupational Safety and Health	122	TT\$328	TT\$40,016

BACHELOR OF ARTS DEGREE in:	No. of Credits	Price per Credit	Total Cost
Co-operative Studies	119	TT\$262	TT\$31,232
Human Resource Management	117	TT\$342	TT\$40,016
Labour Studies	113	TT\$283	TT\$31,964

ASSOCIATE OF SCIENCE DEGREE in:	No. of Credits	Price per Credit	Total Cost
Project Management	68	TT\$176	TT\$11,968
Security Administration and Management	62	TT\$193	TT\$11,968
Occupational Safety and Health	68	TT\$176	TT\$11,968

ASSOCIATE OF ARTS DEGREE in:	No. of Credits	Price per Credit	Total Cost
Co-operative Studies	62	TT\$145	TT\$8,990
Human Resource Management	64	TT\$188	TT\$12,025
Labour Studies	65	TT\$138	TT\$8,976

DIPLOMA COURSES in:	Duration	Cost Per year	Total Cost
Human Resource Management	1 Year	TT\$3,500	TT\$3,500
Labour Studies	1 Year	TT\$3,500	TT\$3,500
Security Administration and Management	1 Year	TT\$3,500	TT\$3,500
Occupational Safety and Health	1 Year	TT\$3,500	TT\$3,500
Environmental Management	1 Year	TT\$3,500	TT\$3,500
Emergency Management	1 Year	TT\$3,500	TT\$3,500
Industrial Relations	1 Year	TT\$5,000	TT\$5,000
Project Management	2 Year	TT\$4,000	TT\$8,000
Technical Diploma in Operational Management for Local Government	1 Year	TT\$5,000	TT\$5,000

CERTIFICATE COURSES in:	Duration	Cost Per year	Total Cost
Co-operative Studies	1 Year	TT\$3,000	TT\$3,000
Human Resource Management	1 Year	TT\$3,000	TT\$3,000
Labour Studies and Industrial Relations	1 Year	TT\$3,000	TT\$3,000
Security Administration and Management	1 Year	TT\$3,000	TT\$3,000
Occupational Safety and Health	1 Year	TT\$3,000	TT\$3,000
Environmental Management	1 Year	TT\$3,000	TT\$3,000
Emergency Management	1 Year	TT\$3,000	TT\$3,000
Project Management	1 Year	TT\$3,500	TT\$3,500

OTHER FEES

COMPULSORY FEES	Cost
Registration Fee – Associate/ Diploma/ Certificate	TT\$100
Registration Fee - Bachelors	TT\$300
Refundable Caution Fee (one time)	TT\$200
Guild Fee	TT\$200
Student Accident Insurance	TT\$70
Administrative Fee	TT\$300

OTHER FEES	Cost
Application Fee	TT\$100
Late Registration Fee	TT\$300
Student Transcript	TT\$50
Student ID (Replacement)	TT\$40
Certificate Fee	TT\$250
Exemption Fee (per course)	TT\$500
Repeat Course	TT\$800

Short-Course (Ten-Saturdays) and Specialised Programme fees will be posted on our website as offered.

DISCLAIMER

The Board of Governors reserves the right to change tuition and other fees without notice. Tuition and other fees are not transferable.

REFUNDS

Refunds to students of tuition fees will be processed in the following cases:

- Overpayment of fees
- Where requests for the following have been approved:
 - a) Leave of Absence (LOA)
 - b) Withdrawal
 - c) Deferral of Entry
 - d) Reduction in course load (drop classes)
- Where a Sponsor has paid monies to CCLCS and authorized a refund to a student.

Students are required to pay all, or a portion, of their tuition and fees for any registered course unless enrolment is officially cancelled prior to the start of classes. Refunds will be made as per the below refund schedule.

REFUND SCHEDULE

When	Refund Percentage
Before Classes Begin	100%
Withdraw During First to Second Week	75%
Withdraw During Third to Fourth Week	50%
Withdraw After Fourth Week	0%

Withdrawal or cancellation occurs on the calendar day that the withdrawal is requested online or in person at the Office of the Registrar.

A student is not deemed to have been granted Deferral of Entry, LOA or Withdrawal until written approval is given by the Office of the Registrar. However, for the purpose of refunds, the amount/percentage will be dependent on the date of application. Students are advised to apply as early as possible for Deferral of Entry, LOA or Withdrawal.

Refunds to students who have received scholarships, grants or any other financial assistance will not be processed until the funds have been received by the College.

All refunds are less any amounts owed to the College.

Registration Fees are non-refundable

Fees for Short-Courses (Ten-Saturdays) and Specialised Programmes are non-refundable