

FHE Caution Money Refund Form Workflow

Download and complete your Caution Money Refund Form, then visit FHE web link: <https://sta.uwi.edu/fhe/virtual-help-desk> to apply for Faculty Clearance before submitting your form to Admissions.

Step 1

- Email completed Caution Money Refund Form to Jennifer.DeSilva@sta.uwi.edu for Faculty Clearance.
- The signed form will be emailed back to you to continue the process as applicable.

Step 2

- Students who have read courses with Faculties other than FHE should also obtain clearance from those Faculties before submitting form to Admissions.

Step 3

- Students must obtain Library Clearance via the following link, before submitting form to Admissions: <https://libraries.sta.uwi.edu/libraryForms/view/5/1>

Step 4

- Upon receipt of all relevant signatures, please submit completed form to the Admissions Office at admis@sta.uwi.edu for processing.