

September 2021

Dear students,

Welcome to the Fall Semester 2021! As we are getting closer to the beginning of the new academic year, the Studies and Student Welfare Service would like to take this opportunity to wish you every success in your studies.

We are contacting you in order to inform you of the necessary procedures that need to be followed before the start of the new academic year, in order for you to be considered a **registered student before classes begin on Monday, October 4.**

**Course registration for continuing students will be conducted remotely in collaboration with your academic Advisor, from Monday 20 to Friday 24 of September.**

You are reminded that following the relevant decision of the Senate, **fall 2021 courses will take place on campus with the physical presence** of students and faculty alike. A more detailed announcement will follow shortly.

#### **1. Registration to Fall 2021 semester**

We would also like to remind you that in order to register for Fall 21 you are required to settle your outstanding balance and prepay the first instalment of your Fall 21 tuition fees as per your agreed payment plan.

All statements of balance were circulated starting 6 September by our Finance Department.

In case you have not received your statement yet please contact our cashiers by phone or email as listed below.

#### **Tuition fees payment**

All payments can be carried out electronically through e-banking or JCC Smart.

##### **1. e-banking:**

**Bank of Cyprus** – Account Number: 019911005509

IBAN: CY83002001990000001100550900

SWIFT/BIC: BCYPCY2N

**Hellenic Bank**- Account Number 14701A5817501

IBAN: CY180050014700014701A5817501

SWIFT: HEBACY2N

##### **2. JCC Smart**

Using the following link <https://www.jccsmart.com/e-bill/26685032>

**Attention: Please provide the following information on the payment details so we can track your payment without any delay and proceed to activating your account immediately.**

For each payment you need to include:

- student's full name and
- student registration or ID number

If you require any additional clarifications regarding your statement or for any other inquiries we would be happy to further assist you.

- Phone: Nicosia 22 394 380, Limassol 25 730 975
- Email: [cashier@frederick.ac](mailto:cashier@frederick.ac).

Please note that your University account will be activated one working day after payment is received. Once your account is activated you will be able to proceed with the selection of courses in consultation with your Academic Advisor.

In case you cannot complete the payment electronically, please visit the University's Cash Desk where you can pay by cash, cheque or credit card.

## **2. Meet your Academic Advisor and Register to Courses**

After consultation with your Academic Advisor, you will be able to register to your courses remotely (ZOOM, phone, etc). Detailed instructions and further information will be sent to you by your Department.

## **3. Accept courses in the Student Portal (Extranet)**

To complete the course registration procedure, you have to login to the University's Student Portal [Extranet](#) in order to accept and electronically "sign" the Course Registration Form.

In case you do not know who your Academic Advisor is, please log in to the **extranet** and check under **status**.

For any questions regarding the above procedures, please contact us at 22-394394 (Nicosia) and 25-730975 (Limassol).

For any further information you can visit the University's website [www.frederick.ac.cy](http://www.frederick.ac.cy) (latest news) and view any announcements posted on the **e-learning** and **extranet** platforms.

On behalf of all Studies and Student Welfare Service personnel we wish you a Safe and Productive New Academic Year!