



School of Accounting & Management

NOW INCORPORATED AS SAM CARIBBEAN LIMITED

#1-3 & 6 Mc Carthy Street, St. Augustine, Trinidad, West Indies. ☎(868)663-6681; 662-5739; Fax: (868) 645-5613

NORTH CAMPUS

SOUTH CAMPUS

#17-25 Blanche Fraser Street, San Fernando, Trinidad, West Indies. ☎(868)653-1064; 653-9488; Fax: (868) 653-5937

SEE US ALWAYS ON THE FRONT INSIDE COVER OF THE TSTT DIRECTORY

MEMO:

TO: All Faculty and Students
FROM: Management of SAM Caribbean Limited
DATE: Tuesday 4th May, 2021
RE: Country Restrictions

Dear Faculty and Students,

As we work together to combat COVID-19, some of us are facing challenges through an unprecedented shutdown. None of us could have foreseen the scenarios we are now facing together as we continue to navigate the changing tides posed by this pandemic. The health and safety of our staff and students are our primary concern. We are enabling staff to do their jobs as safely as possible while continuing to offer the level of quality, responsiveness and support expected.

Closure

As we adhere to the new guidelines implemented from the Government and local Health authorities, including restrictions on gatherings, border closure etc. we would like to reiterate classes will continue to take place virtually as scheduled. All our faculty have been trained and staff has successfully transitioned to work-from-home environments within the first lockdown. In keeping with the new COVID-19 restrictions, **SAM Caribbean Limited North and South offices will be closed from today; Tuesday 4th May, 2021 until the Government has advised these restrictions have been lifted.**

Recordings

Students are reminded that recordings of classes will be available for the duration of their current Trimester. These recordings are then purged and new recordings will begin and will be posted when the following Trimester commences.

Finance

We would also like to advise and remind those students who have outstanding balances and/or on contract payments to make use of the Online Banking and Direct Deposits as an alternative method of remitting your payments. This applies to all TTD\$ fees which includes tuition, dissertation etc. payable to **SAM CARIBBEAN LIMITED**. For Bank transfer, wire transfers, direct deposits, please instruct your bank: **EXCLUSIVE OF BANK CHANGES.**



www.samtt.com

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After completing your online payment, simply attach a photo/scan of the transaction with reference number of the payment confirmation and email to accounts@sam.edu.tt with 'Direct Deposit' as the subject.

Please include the following information in your email to ensure that the funds are applied to your account:-

FULL NAME (this should be the name of the registered student.)

PROGRAMME

STUDENT ID#

DATE OF PAYMENT

AMOUNT AND PAYMENT TYPE (TTD\$ Tuition, Dissertation etc.)

Please see below for our banker's information:

Account (Beneficiary's) Name: SAM CARIBBEAN LIMITED

Address: #3 Mc Carthy Street, St. Augustine

Banker's Name: First Citizens Bank

Banker's Branch: Tunapuna

Banker's Address: Eastern Main Road, Tunapuna

Account Number: 1922663

You will receive an acknowledgement via return email when funds are cleared with our Bankers. Official receipts can be collected at SAM when business resumes.

For contracts; please contact Ms. Leeana Mohammed assist@sam.edu.tt (Extension 126) or Ms. Tanu Ramcharita north.gate1@sam.edu.tt (Extension 116) from the Accounts Department.

We urge all persons to adhere to the COVID-19 protocols listed as a reminder below.

- Wear a mask when you go out in public - No entry without a face mask.
- Social / Physical Distancing - Keep at least 6 feet from others.
- Stay home if you are ill. Symptoms include fever, coughing, sore throat, headache, body pains, acute diarrhoea, shortness or breath, extreme weakness.
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Cough into a tissue or into the crook of your elbow.
- Avoid touching your face.
- Clean then sanitize surfaces (e.g. table tops, door knobs and cell phones)



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Though global conditions shift and work environments have changed, we are confident we can quickly respond to changing guidelines. We will continue to work as safely as possible under these conditions.

SAM Caribbean Limited has provided mobile communication for staff.

Our contact number is 868-226-4SAM i.e. 868-226-4726.

Helpdesk Support Email: helpdesk@sam.edu.tt

Mobile IT Support & Helpdesk Contact: 1 (868) 226 4726 , Option 3 , Then Press 2

Thanking you in advance for your kind cooperation.