**METHODS OF FEE PAYMENT**

1. **Bank Deposit –** Fees should be paid directly to any branch of Samapth Bank PLC using the following procedure:
	1. Obtain a Sampath Bank **Student deposit slip** from ACBT Reception desk/Finance/Marketing Counselors or any Sampath Bank Branch.
	2. Make payment to any Sampath Bank branch by using the student deposit slip & receive a copy of bank deposit slip from the bank.
	3. Bring the copy of the bank deposit slip to the ACBT Finance Officer to obtain a receipt for payment.
2. **Paying by Credit Card -** ACBT now accepts payment through credit card. An **administration fee of 3%** will be levied on all payments made by credit card.

And the students can make the following payments using a credit card:

1. Registration Fees
2. Trimester prior Commencement fees
3. Installment Payments

**INITIAL PAYMENT REFUND INFORMATION**

Students can request for a refund of their 50% trimester prior advance payment in an event of withdrawal. Refer to the Following Table

|  |
| --- |
| REFUND POLICY of 50% ADVANCE PAYMENT |
| If the Student Withdraws **before the commencement of the Semester** | Initial Fee Payment will be refunded in Full. |
| If the student withdraws within the **first two weeks of semester commencement** | Initial Fee Payment will be refunded minus a Rs 10,000 administration fee |
| If students withdrawn between **weeks 3-4 of semester commencement** | Initial Fee Payment will be refunded minus a Rs 15,000 administration fee |
| If students **withdraw after week 4** | The 50% Fee payment will not be refunded. |

**IMPORTANT**

1. In order to get the 50% fees refunded the student must provide the Original receipt issued by ACBT for the payment together with a request letter.
2. Agreement Charges will be applied for installment payments.
3. For further information regarding **refund policy**, Kindly refer the REFUND POLICY document at ACBT Student Portal or Contact Mrs. Samindie Karunaratne - Senior Finance Manager (samindie.karunaratne@acbt.lk)