

## **METHODS OF FEE PAYMENT**

1. **Bank Deposit** – Fees should be paid directly to any branch of Sampath Bank PLC using the following procedure:
  - a. Obtain a Sampath Bank **Student deposit slip** from ACBT Reception desk/Finance/Marketing Counselors or any Sampath Bank Branch.
  - b. Make payment to any Sampath Bank branch by using the student deposit slip & receive a copy of bank deposit slip from the bank.
  - c. Bring the copy of the bank deposit slip to the ACBT Finance Officer to obtain a receipt for payment.
2. **Pay by Cheques** - directly to ACBT College Cashier  
Note: Please do not wait till the deadline to make the payment by cheques since it takes two or three working days for the realization of the cheque. Receipt will be issued only after the cheque has been realized.
3. **Online Bank Transfer** – Fees can be directly transferred to Sampath Bank PLC using the following details

### **Bank Details (For Local Students)**

Account name	: Australian College of Business & Technology (pvt) Ltd.
Bank name	: Sampath Bank PLC
Address	: No. 01, Ground Floor, Platinum Residencies Building, Bagatalle Road, Colombo 03, Sri Lanka
Swift Code	: BSAMLKLX
Branch Code	: 134
Account Number	: 0134-1000-4199
Currency	: LKA

### **Bank Details (For International Students)**

Account name	: Australian College of Business & Technology (pvt) Ltd.
Bank name	: Sampath Bank PLC
Address	: No. 01, Ground Floor, Platinum Residencies Building, Bagatalle Road, Colombo 03, Sri Lanka
Swift Code	: BSAMLKLX
Branch Code	: 134
Account Number	: 5134-3000-0370
Currency	: AUD

Please email the online transfer confirmation to Sandamali.Kusumthilaka@acbt.lk to issue a receipt for payment.

4. **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:

- a. Registration Fees
- b. Trimester prior Commencement fees
- c. 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 <b>before the commencement of the Semester</b>	Initial Fee Payment will be refunded in Full.
If the student withdraws within the <b>first two weeks of semester commencement</b>	Initial Fee Payment will be refunded minus a Rs 10,000 administration fee
If students withdrawn between <b>weeks 3-4 of semester commencement</b>	Initial Fee Payment will be refunded minus a Rs 15,000 administration fee
If students <b>withdraw after week 4</b>	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 :Ms.Chanuri Radikani – Senior Accountant ([Chanuri.Bopage@acbt.lk](mailto:Chanuri.Bopage@acbt.lk)) or Ms. Sharika.Weerasinghe – Senior Accountant ([Sharika.Weerasinghe@acbt.lk](mailto:Sharika.Weerasinghe@acbt.lk) )