

FEES AND ENROLMENT GUIDE

Part-Time Study Programme Masters in Business Administration – 2011

DOCUMENTATION

Applicants who have the requisite qualifications for enrolment may register by submitting the following documents together with the Registration Fee. (Photocopies of certificates and NIC/ Passport should be submitted along with originals; the originals will be returned.)

- Duly completed Student Registration Form
- Educational and Professional Certificates
- National Identity Card or Passport
- Three passport size photographs (Please write name and NIC/Passport No. on reverse)
- Letter of recommendation from a non-related referee or, if employed, letter of recommendation from the employer

FEES

Course fees for MBA, MBA (HRM) , MBA (Finance) Programmes may be paid up front or in instalments. The course fee includes tuition fee, cost of course materials and assessment and examination fees, but excludes fees payable for any re-sit, external or additional examinations. Students may choose one of the following two payment modes.

Option 1: Full Payment Upfront

Registration Fee (Non refundable)	RS. 30, 000.00
Full Payment upfront	RS. 750, 000.00
Library Deposit (Refundable)	RS. 20, 000.00
Registration Fee to Staffordshire University	£ 150

Option 2: Payment by Semester Instalments

Registration Fee (Non refundable)	RS. 30, 000.00
Semester Fee	RS. 165,000 x 5
Library Deposit (Refundable)	RS. 20, 000.00
Registration Fee to Staffordshire University	£ 150

Examination Re-sit Fee : Rs. 8,000.00 per module

In-course Re-sit Fee : Rs. 8,000.00 per module

Payments may be made by cheque in favour of “APIIT Lanka (Pvt) Ltd” or remitted directly to our bank account (details would be given on request).

An additional fee of Rs.100 per day is applicable for late payments.

Students who take a break and rejoin the programme at a later date will be required to pay the fees applicable to new students at the time of resumption of studies.

REFUNDS:

Students planning to withdraw from academic programmes should notify their intentions in writing to the Administration Manager – Graduate School. Refunds of excess payments for those who have made the full payment upfront will be calculated from the end of the module in which actual withdrawal takes place or from the end of the module period during which notification is received, whichever is later. The refundable amount will be calculated on a pro rata basis.



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