



1. If there are any discrepancies in the amount, Please notify the Admission Department Immediately.
2. All fees paid are non-refundable.
3. Payment received after the deadline is subject to a late payment charge of LKR 2000.00 per week
4. Request for a n extension of payment due date must be made before the due date with supporting documents for your request. Extension for payment will be considered on a case-by-case basis.
5. Please indicate the student's name and/or Student ID in all bank deposits/ Transfers.
6. All cheque should be drawn in favor of ACTIIVE TECH NETWORKS (PVT) LTD.
7. A dated cheque will not be accepted.
8. Actiive Tech Networks (Pvt) Ltd reserves the right to alter all dates, fees, and any particulars in the brochure without prior notice.
9. An administration fee of RS. 2000/= will be charged for re-printing certificates due to loss or damage.
10. A student card will be issued by the college. In case of loss or damage, the card will be replaced with a fine Rs.500/=.
11. To be eligible to obtain the student job confirmation letter from ATN Campus, you must be at the age of 30 or below and have a minimum of 5 passes in the O/L examination.
12. ATN Management will closely monitor the student's attitudes during the study period and 80% attendance is a must. In any given circumstances if you fail to fulfill the intuition's expectations your scholarship letter will be automatically canceled.
13. Students must strictly follow the disciplinary behaviors in the Campus environment such as (The dress code, Oral Communication, Gender equality,
14. Students need to inform the regular absent via mail to management or the relevant lecturer, If the student fails to present 04 continuously without proper information student will fall into drop out of the program.
15. The classes were conducting the attached mentioned date schedule.
16. The campus will be scheduling your examination after the completion of the program. If you fail to sit the examination on the appropriate time slots, it's unable to reschedule with the same batch. The mail requisition will be very important to– schedule your examination with the next batch.
17. The campus will be providing you a task to complete to get your Voucher, after successful completion of the task only you will be able to get the exam vouchers.



18. On a request basis if any student drops out from the institute he/she can rejoin within a 1 ½ year period with the penalty of 30,000 LKR. (This period will be calculated from your requested period to the present date) If it exceeds there will be an additional charge.
19. Once the batches are allocated to the students, from the dates onwards there will be a 2-week time period to change the batch transfer option with a 10,000 LKR additional charge.
20. If a student registers for a specific program and after attending 03 classes is unable to change the program to another program. If it needs to change the course needs to pay an additional charge of 25,000 LKR
21. After completion of each program the campus will schedule the local exams and notify to the student as well. Those who are students fail or absent from the examination in the first sitting will be changed to 8000 LKR as a fine.(Only the students can get an excuse for a valid medical reason with the approved medical certificate after verification and they need to submit the medical certificate within 01 week period after the examination date to reschedule the exam again)
22. If any student needs to get their certificates accreted from TVEC the student needs to send the request mail to the mentioned mail address hrpradeepa@atnedu.lk, after submission of the request, within 03 weeks the student can able to get their certificates or letters from the campus.
23. If a student fall absent from class continually 03 weeks, without any proper reason or an update to the campus management, will be added to the dropout list with a notification mail to the student. If a student requests to continue the class with a valid reason, the campus will not provide you with a new class or batch. You can continue the class with an ongoing batch where you have been stopped.
24. After completion of each program the students can collect the certificates from the campus after 03 weeks (once they receive the notification from the campus) if you fail to collect the certificate on the given date and time, your certificates will be kept only 06 months as a record, after it will be expired automatically.
25. If students need to get any academic documents regarding their studies from the campus, need to send an official mail request to hrpradeepa@atnedu.lk , after mail, you can collect such documents within 02 working days.