



## Office of the Registrar

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### 2020/2021 ADMISSIONS

Our Ref: ATU/E.7/64

Your reference number is **019452**

Monday, September 28, 2020

**DICKAH, KERZIAH OTUMFOE**  
**P.O.Box Md 874 Madina**  
**(0279388138)**

Dear Sir/Madam,

#### **OFFER OF ADMISSION - 2020/2021 ACADEMIC YEAR**

1. This is to inform you that the Academic Board has offered you admission to Accra Technical University to pursue a three year Morning Section Programme of study leading to the award of HIGHER NATIONAL DIPLOMA (ELECTRICAL/ELECTRONIC ENGINEERING).
2. Your reference number is **019452**
3. Admission is granted for a specific year and a successful candidate who fails to enroll in the very year the offer is made or withdraws from the programme unceremoniously forfeits his/her admission.
4. You are cautioned that this admission offer becomes invalid if it is discovered subsequently that you do not in actual fact possess the qualifications by virtue of which you were offered admission on the programme of study.
5. All students are on probation for the duration of their programmes and may be dismissed at any time for misbehaviour, poor academic performance or any other unsatisfactory conduct.
6. The University requires you to be medically fit, in this regard you will be medically examined by the Medical Officer at the University Clinic soon after the commencement of the first semester. You would be required to pay an approved fee for a chest X-Ray.
7. You will be required to pay an amount of One Thousand Eight Hundred and Eighty Nine Ghana Cedis (1,898.00) being fees applicable to fresh students. (The fees are however subject to review). All fees shall be paid at any branch of the Bank of Africa (001-111257) or Fidelity Bank (1300032221018).
8. Cash will not be accepted. Fees paid to the University are not refundable. University fees must be paid within two weeks of re-opening.
9. The University does not have financial assistance for students. There is however, a students' Loan Scheme under which registered Ghanaian students, who are not on paid study leave, may borrow money directly from the Students' Loan Trust Fund (SLTF).
10. The University re-opens for the 2020/2021 academic year on Monday, 5th October, 2020. You are expected to report on campus and go through registration formalities at your Department.
11. Note that accommodation is not in any way linked to the offer of admission. The fees include SRC dues and exclude Departmental Association dues, and Hostel fees. Students shall be responsible for buying their textbooks, stationery and certain tools related to their programmes.
12. Official Identity Cards will be issued to students who have paid their fees.
13. Students are forewarned that the University Statutes will be in force and it will be their own responsibility to familiarize themselves with all the regulations of the institution.
14. We wish to kindly inform you that if the University is unable to obtain the minimum number of students required to run a programme for which admission has been offered, you would be transferred to another session or programme.

Congratulations on your admission.

Yours faithfully,

**ADU-ADJEI MENSAH**  
**(AG. REGISTRAR)**

19

Integrity, Creativity & Excellence

49