



# RECTOR

## UNIVERSITAS ATMA JAYA YOGYAKARTA

**ANNOUNCEMENT**  
**NUMBER: 180/Reg/Aka/KAA/R**  
**ON**  
**RE-REGISTRATION & TUITION FEES FOR MASTER PROGRAMS**  
**UNIVERSITAS ATMA JAYA YOGYAKARTA**  
**EVEN SEMESTER ACADEMIC YEAR 2024/2025**

### 1. RE-REGISTRATION REQUIREMENTS

Students who will carry out re-registration for Even Semester Academic Year 2024/2025 must fulfill the following conditions:

- a. Students pay installments following the respective provisions and schedules
- b. Students exceeding the study period in each program pay Herregistration and Variable Tuition Fees according to the number of credits taken.

Master's program with a three-semester study period:

- Management study program
- Civil Engineering study program
- Law study program
- Informatics study program
- Communication Science study program
- Architecture study program
- Accounting study program

Master Program with a four-semester study period:

- Industrial Engineering study program

- c. Students have paid off all other payment obligations on Odd Semester Academic Year 2024/2025 and the previous semesters.
- d. Students of Academic Year 2022/2023 and afterward pay Fixed Tuition and Variable Tuition Fees according to the payment schedule.

#### Payment Procedure and Schedule:

- a. Payment of UAJY student study fees is served through the facilities of the perception banks below:
  - Teller/Cashier and M-banking at Bank BNI 46 throughout Indonesia with a fee of Rp 2,000.00/transaction
  - Teller/Cashier, M-banking, and ATM at Bank MANDIRI throughout Indonesia with Rp 1,500.00/transaction fee
  - Teller/Cashier, M-banking, and ATM at Bank BRI throughout Indonesia with a fee of Rp 1,500.00/transaction
  - Teller/Cashier and ATM at Bank CIMB Niaga throughout Indonesia with a fee of Rp 2,000.00/transaction
  - Teller/Cashier, M-banking, and ATM at BPD DIY Bank throughout Indonesia.
- b. Payment Schedule
  - Herregistration or Fixed Tuition Fee : **January 23 - 31, 2025**
  - Variable Tuition Fee : **March 10 - 14, 2025**
- c. Guidelines for bank payment procedures are attached.
- d. Proof of payment via bank or ATM is to be kept.
- e. The Operational Department (Finance Office) does not accept cash payments.

Students of 2023/2024 and previous batches receiving the scholarship of PSMB, OSC, BIMA, Ketapang Scholarship, and cooperation programs are required to re-registering by sending the DHS to [kaa.registrasi@uajy.ac.id](mailto:kaa.registrasi@uajy.ac.id) according to the schedule above, on January 23 - 31, 2025. If they do not re-register according to the schedule, they will be fined 10% of the Fixed Tuition Fee.

Students of the 2024/2025 batch receiving the scholarship of PSMB, OSC, BIMA, Ketapang Scholarship, and cooperation programs are required to herregistering by sending DHS to email [kkacm@uajy.ac.id](mailto:kkacm@uajy.ac.id) according to the schedule above on January 23 - 31, 2025. If not herregistering according to the schedule, they will be fined 10% of the Fixed Tuition Fee.

### 2. ACTIVE SERVICE

Students not herregistering in Odd Semester Academic Year 2024/2025 or the previous semester are required to submit an active-service application by filling out an online form through the web <https://kaa.uajy.ac.id/form-aktif-kembali/> on January 23 -

31, 2025 by attaching an active-service recommendation letter from the Head of the Study Program. For students inactive not due to study leave are subject to pay:

1. A fine of 50% of the Fixed Tuition Fee in the inactive semester for students who are not working on the final project/thesis
2. A fine of 100% of the Fixed Tuition Fee in the inactive semester for students who are taking the final project/thesis

### 3. STUDY LEAVE

Submission of application for study leave, and the extension is served on January 23 - 31, 2025, by filling out the form online through the web <https://kaa.uajy.ac.id/form-permohonan-cuti-studi/> by attaching a recommendation letter for study leave from the Head of the Study Program. Based on the Rector's Decree No. 109/LA/CT.MHS/REV/2024, study leave requires that the students have joined in the academic activities for at least 2 (two) semesters, and the maximum period of study leave is 1 (one) semester.

### 4. GRADUATION FEE:

- Master Program Certificate & Graduation Fee: IDR 1,000,000.00 (academic regalia belongs to the graduate)

### 5. FIXED AND VARIABLE TUITION PAYMENTS

#### A. FIXED TUITION FEE PER SEMESTER

##### Re-registration and Fixed Tuition Fee Payment: January 23 - 31, 2025

Student's Batch Study Program	RE-REGISTRATION FEE	FIXED TUITION FEE		
	2021/2022	2022/2023	2023/2024	2024/2025
Management	1,400,000	3,750,000	3,750,000	3,750,000
Civil Engineering	1,400,000	4,000,000	4,000,000	4,000,000
Law	1,400,000	3,750,000	3,750,000	3,750,000
Informatics	1,400,000	4,000,000	4,000,000	4,000,000
Architecture	1,400,000	4,000,000	4,000,000	4,000,000
Communication Studies	1,500,000	4,300,000	4,300,000	4,300,000
Industrial Engineering	1,500,000	3,750,000	3,750,000	3,750,000
Accounting			3,750,000	3,750,000

#### B. VARIABLE TUITION FEE PER CREDIT:

##### Variable Tuition Fee Payment: March 10 - 14, 2025

Student's Batch Study Program	2021/2022	2022/2023	2023/2024	2024/2025
Management	800,000	400,000	400,000	400,000
Civil Engineering	640,000	400,000	400,000	400,000
Law	575,000	350,000	350,000	350,000
Informatics	700,000	350,000	350,000	350,000
Architecture	700,000	350,000	350,000	350,000
Communication Studies	800,000	400,000	400,000	400,000
Industrial Engineering	800,000	350,000	350,000	350,000
Accounting			350,000	350,000

### 6. REMEDIAL FEES

University leader determines:

The remedial fee is one credit for each course following the Rector's Decree number 91/HP/REM.REV.III/2017

### 7. FEBRUARY AND AUGUST JUDISIUM STUDENTS

Following the Rector's Decree No. 108/LA/SPP/2024, students of the Undergraduate Program, Professional Education Program, Master Program, and Doctoral Program who will take part in the judisium in February or August will be subject to pay a Fixed Tuition Fee/Single Tuition Fee (UKT) of 30% (starting to take effect in February 2025).

## 8. NOT HERREGISTRATION

Students not carrying out re-registration at the specified time are considered inactive in the Even Semester Academic Year 2024/2025. If wanting to be active in the following semester, students must submit a re-active application by filling out an online form through the web <https://kaa.uajy.ac.id/form-aktif-kembali/> by attaching a recommendation letter for reactivation from the Head of the Study Program or Vice Dean I and a fee will be charged as below:

- a. A fine of 50% of the Fixed Tuition Fee in the inactive semester for students not working on the final project/thesis
- b. A fine of 100% of the Fixed Tuition Fee in the inactive semester for students working on the final project/thesis

Based on the Rector's Decree No. 109/LA/CT.MHS/REV/2024 inactive students for more than 2 (two) consecutive semesters are declared to resign from Universitas Atma Jaya Yogyakarta.

## 9. SANCTION ON LATE PAYMENT OF FIXED AND VARIABLE TUITION FEES

- a. Late payment of Fixed Tuition Fee/re-registration after **January 31, 2025** is subject to a 10% fine from Fixed Tuition Fee, served up to 2 (two) days before the KRS schedule at each Faculty (according to the academic calendar).
- b. Payment of Variable Tuition Fee after **March 14, 2025**, is subject to a 10% fine from Variable Tuition Fee, with a deadline of **April 14, 2025** (2 days before the midterm exam).

**KRS schedule: February 3 - 6, 2025**

Yogyakarta, December 13, 2024  
Rector,



Dr. G. Sri Nurhartanto, S.H., LL.M.