



Application for Fee Installments
(Undergraduate Degree Programs)

I _____ S/o-D/o _____ enrolled in the degree program of _____ under Reg. No/Temp ID _____ requesting for Fee Installments.

Reason for the Fee Installments:

Total amount of the fee _____

I request you to please allow me to pay my fee in **3** installments for **Fall/Spring** ____ Semester.

☐ I hereby declare that I have no outstanding dues.

Contact No

Parent's Signature

Applicant Signature

Approval:

Manager ERFA Signature: _____ (Recommended/ Not Recommended)

****** Office Use Only:***

Installments	Percentage (%)	Fee	Facilitation Charges	Total	Payable By
1	50%				
2	25%				
3	25%				

Terms and Conditions

- Fee installment will be awarded to the needy and financially weak students.
- Fee installment is for all regular and weekend programs, considering the severity of need.
- Late fee surcharges on the balance amount will apply to students availing of the installment facility, and they will get all the necessary surcharge information from the Finance Office.
- The student will submit an application requesting a fee installment in the ERFA Office 2nd Floor, Admin Block, along with the following documents:

1: Copy of SZABIST University Admission Offer Letter (New Students only)

2: Copy of Fee Status from Students ZABDesk (2nd Semester to onward)

3: Income Proof: Copy of Salary slip/ Pension book/ Bank statement.

<u>Contact Person</u>
Mr. Mubashir Ali 0321-5282488 (WhatsApp only) scholarship@szabist-isb.edu.pk

***I agree that this installment facility is provisional and can be cancelled at any time by ERFA Office of SZABIST University Islamabad Campus.

Applicant Signature