



Application for Fee Installments

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 the **Fall/Spring** ____ Semester.

I hereby declare that I have no outstanding dues.

Note: Facilitation Charges will apply to students availing of the installment facility.

Facilitation Charges details: (filled by the student)

Installments	Percentage (%) (A)	Fee Amount (B)	Facilitation Charges (C)	Total (A, B, C)	Payable By
1	50%	_____/-	No Charges	_____/-	February 26, 2026
2	25%	_____/-	5% on the outstanding balance	_____/-	March 30, 2026
3	25%	_____/-	5% on the outstanding balance + 2000/-	_____/-	May 03, 2026

Contact No

Applicant Signature

Approvals:

Program Manager Signature: _____

Manager ERFA Signature: _____

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.
- Facilitation charges will apply to students availing the installment facility.
- The student must submit the installment form along with the documents mentioned below to the ERFA Office, 2nd Floor, Admin Block, SZABIST University, Islamabad campus.

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

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

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

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

***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