



**SZABIST**  
UNIVERSITY

**Application for Fee Installments**  
**(Masters/MS/ PhD 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:**

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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

\_\_\_\_\_  
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 2<sup>nd</sup> 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** (2<sup>nd</sup> Semester to onward)

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

<b><u>Contact Person</u></b>
<b>Mr. Mubashir Ali</b> 0321-5282488 (WhatsApp only) <a href="mailto:scholarship@szabist-isb.edu.pk">scholarship@szabist-isb.edu.pk</a>

\*\*\*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