



SZABIST
UNIVERSITY

Application for Fee Installment
(Minimum 2 days in Approval)

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 **2/3** installments for **Fall/Spring** ____ Semester.

I hereby declare that I have no outstanding dues.

Contact No:

Applicant Signature

Program Manager Signature: _____ (Recommended/ Not Recommended)

***** Office Use Only:**

Installments	Amount	Due Date	Status
1		50% fee as per Due Date	
2		25% fee 2 weeks before Mid-Term Exam	
3		25% fee 3 weeks before Final-Term Exam	

Approval:

Manager ERFA Signature: _____ (Recommended/ Not Recommended)

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 surcharge will be applicable on the students availing installment facility and will be getting all the necessary information regarding surcharge from the Finance Office.
- The student will submit an application requesting fee installment in 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 shall be cancelled at any time by ERFA Office of SZABIST University Islamabad Campus.

Applicant Signature