

**SHAHEED ZULFIKAR ALI BHUTTO INSTITUTE OF SCIENCE AND TECHNOLOGY (SZABIST)**

Phone: +9251-4863363-65

H-8/4, Plot 67, Street 9, Islamabad website: <http://www.szabist-isb.edu.pk>

**Fee Installment Application**  
*(Minimum 2 days in Approval)*

I \_\_\_\_\_ S/o-D/o \_\_\_\_\_ enrolled in the degree program of \_\_\_\_\_ under Roll/Reg. No \_\_\_\_\_ requesting for Fee Installments.

**Reason for the installment:**

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Amount of the fee \_\_\_\_\_ for installment.

I request you to please allow me to pay my fee in **2** installments for **Fall/Spring** \_\_\_\_ Semester.

I hereby declare that I have no outstanding dues.

**Contact no:**

\_\_\_\_\_  
Applicant Signature

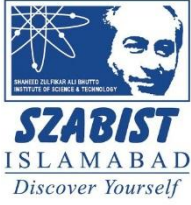
Program Manager Signature: \_\_\_\_\_ (Recommended/ Not Recommended)

***\*\*\*Office use only:***

Installments	Amount	Due Date	Status
1		1 Week before Commencement of the class (Admissions + Security + 1/3 of Tuition Fee)	
2		2 Weeks before Mid-Term Exam	
3		2 Weeks before Final Exams	

***Approval:***

Manager ERFA Signature: \_\_\_\_\_ (Recommended/ Not Recommended)



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**Terms and Conditions**

- Fee installment will be awarded to 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 Finance Office.
- Student will submit application requesting fee installment with ERFA Office along with the following documents:

**1: Copy of SZABIST Admission Award Letter.**

**2: Copy of Fee Challan issued by Finance Office.**

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

**4: Copy of last Electricity Bill.**

Contact Person: Mr. Haroon Abdullah (ERFA Officer)

\*\*\*I agree that this installment facility is provisional and shall be cancelled at any time by SZABIST

\_\_\_\_\_  
Applicant Signature