



SZABIST
UNIVERSITY

Application For Fee Installment

(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:

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)

Phone: +92-51-4863363-65 Ext: 555

www.szabist-isb.edu.pk

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 Admission Offer Letter (Fresh Students only)

2: Copy of Fee Ledger from Students ZABDesk (2nd Semester to 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 shall be cancelled at any time by ERFA Office of SZABIST University Islamabad Campus.

Applicant Signature

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