

Fee Installment Procedure:

Fee installment will be allowed to the students with proven need due to financial hardships. For that purpose the student can download prescribed fee installment request form from the university website www.usa.edu.pk or get it from University stationary & photocopier shop. This application form is self-explanatory it requires prior recommendation from the concern Dean\HOD and approval signatures of the parents\guardians. This completed form will then be submitted at the office of Director Student Affairs for the final approval. The candidate with approved application will then have to submit following along with the approved application to the accounts office:

- a) Five (5) postdated “**cross**” cheques in the name of “**University of South Asia, Lahore Cantt**”.
- b) A **prescribed affidavit on Legal Stamp paper having face value of Rs.50**. The specimen of the affidavit can be downloaded from student affairs web page on university website www.usa.edu.pk or it can be obtained from the accounts office at the campus.
- c) Photo copies of CNIC of the requesting student and his\her parent\guardian

Fee Installments Policy

- I. Only tuition fee can be paid in installments. The maximum number of installments can be six (6).
- II. A 10% of total semester fee will be charged as mandatory installment charges
- III. First Installment will always be paid in cash.
- IV. In case of cheque dishonor due to any reason a non-waivable fine of Rs.10000 will be imposed with no rights of appeal
- V. All applications for fee installments will be processed within a week of submission.
- VI. Fee installments will be granted for a semester. Student will have to apply for fee installments for each semester separately.
- VII. Students defaulting payment in a semester will not be sanctioned installments for the next semester.

I hereby testify that I have read and understood the above mentioned policy and procedures regarding the Fee installment plan and willfully adhere to it.

Date: _____

Applicant Signature: _____

Parent\Guardian Signatures: _____