



# Lahore Institute of Professional Studies

Ref No.: \_\_\_\_\_

## Application for Fee Installment

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

**Reason for the Installment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I request you to please allow me to pay my fee in **2/3** installments for **Fall/Spring** \_\_\_\_\_ Semester / Year.

I hereby declare that I have no outstanding dues.

\_\_\_\_\_  
Contact No.

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

**\*\*\* Office Use Only:**

Installments	Amount	Due Date	Status
1		_____ % fee till _____	
2			
3			

Accounts Manager Signature: \_\_\_\_\_

**Recommendation:**

\_\_\_\_\_  
\_\_\_\_\_

DSA Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Approval:**

Executive Director / CEO Signature: \_\_\_\_\_ (Recommended/ Not Recommended)

1. If the case is approved the approval will be deemed only for the current / ongoing semester / year.
2. In case of non-compliance of timely fee submission, late fee surcharge will be charged.
3. For Correspondence: 0333-1122547, 0300-8407547 (9AM – 5PM) **(V.1.1)**