



**FEE (SEMESTER & HOSTEL) PAYMENT THROUGH
INSTALLMENTS - POLICY**

DEAN STUDENTS LIFE

FEE (SEMESTER & HOSTEL) PAYMENT THROUGH INSTALLMENTS - POLICY

1. This document describes a comprehensive policy and procedures for collection of student fees in installments. The purpose is to facilitate bright students, with **proven need due to financial hardships**, to study at National University of Technology (NUTECH) without any stress.
2. **Scope.** This Policy / SOP covers Semester Fee and Hostel Fee only, as all the other Fees are charged in a single installment.
3. **Eligibility/Ineligibility.** Following eligibility criteria will apply:
 - a. **ONLY** students with proven need due to financial hardships can apply.
 - b. Applicant must not be a fee defaulter.
4. **Rules.** Following rules will apply:-
 - a. Maximum number of installments can be **TWO**.
 - b. First Installment will be paid by start of each semester.
 - c. Second Installment will be paid after three months of first installment.
 - d. Fee payment through installment will be allowed for one semester only. If the student desires to continue with the installment facility in the next semesters, he/she will have to apply for each semester separately.
 - e. Fee payment through installment policy **will not be** applicable to the charges for summer courses.
 - f. A reminder email/SMS will be sent by Treasurer to all students three days prior to the due date to ensure timely payment of fee.
 - g. After due date within 24hrs. Treasurer will intimate defaulters list to all concerned departments with info to DoU and DSL Office.
 - h. Following disciplinary actions will be taken against the students who default on their payment (installment) in a semester:
 - (1) A fine will be imposed to students who fail to pay the fee/installment before the expiry of the due date according to the following fine policy:-
 - (a) Semester Fee + fine@5% within 15 x days after due date.
 - (b) Semester Fee + fine@10% after expiry of 15 x days and onwards.

(2) This amount earned through fine will be credited to the **endowment fund** of NUTECH.

(3) **Defaulter**

(a) Will not be notified of his/her result until full fee payment is made.

(b) His/her attendance will be locked/seized.

(c) Will not be allowed for further registration.

(d) Will not be allowed to avail this installment facility in the future.

i. Due date for payment of semester tuition fee will be exactly 10th days after the commencement of a semester. Treasurer office will determine the date and will notify the students well in time by issuing fee challans in the first week of the semester.

j. Request for extension in due date will NOT be entertained in normal circumstances. However, under extreme emergency extension in the due date for payment of tuition fee may be granted. Following powers may be exercised:

(1) DoU : Extension up to 1 week.

(2) Pro Rector : Extension up to 2 weeks.

(3) Rector : Extension up to 4 weeks.

k. All the applications will be submitted at least 30 days before commencement of semester.

l. All applications for fee installment will be processed before commencement of semester.

m. All the applications will be processed in a single transaction and not in piecemeal.

5. **Procedure**. Following procedure will be adopted:

a. Student can download prescribed request form (copy attached as **Anx-A & B** titled "Application Form for Semester Fee Payment through Installments" for Semester Fee and titled "Application Form for Hostel Fee Payment through Installments" for Hostel fee from the university website www.nutech.edu.pk or may get it from department coordinators/Hostel warden.

b. This application form is a self-explanatory document and it requires approval signatures of the parents\guardians.

- c. Documentary proof from parents for unaffordability will be attached with the application. The parameters to scrutinize the application are as under:-
- (1) Father's Profession/Income (Salary Slips, ITR Summary)
(*if applicable*).
 - (2) Copy of latest utility bill (Electricity, Gas, Telephone).
 - (3) Copy of Rent agreement in case of Rented House.
 - (4) Copy of Last Fee Receipts of Applicant and Siblings.
 - (5) Copies of Medical bills/expenditure related documents
(*if applicable*).
- d. Completed form will be submitted to respected HoDs/AD Hostel at least 30 days before commencement of new semester.
- e. After necessary verifications and scrutiny, the departments will forward all the applications, duly recommended by the respected HoDs/AD Hostel, in **single transaction** to the DSL office by D-25.
- f. DSL office, after necessary scrutiny, will forward all the applications received from all the departments to the office of the treasurer by D-15.
- g. Treasurer will endorse the financial effect, if any, and will forward the application to the office of the Rector/Pro Rector by D-10 for final approval.
- h. When the approval is granted, Treasurer Office will retain the application forms in original and will inform the DSL office about the approval and the due dates of the installments.
- i. DSL office will inform the students through their departments.
- j. In case of non-approval, the Treasurer Office will return the application forms in original to the DSL office for onward dispatch to the departments. The departments will inform the students accordingly.

6. **Conclusion.** It is suggested that this policy may be merged with the NUTECH Statute in the next Statute's revision. This Policy must be promulgated well so that it reaches out to all the needy students.



NATIONAL UNIVERSITY OF TECHNOLOGY

**APPLICATION FORM FOR SEMESTER FEE PAYMENT THROUGH
INSTALLMENTS**

Student

1. Name: _____

2. NUTECH ID: _____ Batch: _____

3. Department/Program: _____

4. Current Semester: _____ CGPA: _____

5. Are you currently working: Yes No

(If answer to Question No. 5 is 'Yes', please answer questions (6-7) otherwise put N/A)

6. Designation _____ Monthly Gross income in Pak Rs _____

7. Employer: _____

8. Are you availing any scholarship: Yes No

9. Tel Res: _____ Mobile: _____

10. Email: _____

Father/Guardian

1. Father's Name _____

2. Status: Alive Deceased

3. Professional status: Employed Retired Business Owner

4. Name of Company/Employer: _____

5. Tel (Off): _____ Mobile: _____

6. Occupation Type: _____

7. Designation & Grade (BPS/ SPS/PTC etc): _____

8. Address: _____

Family Status

1. Brothers/Sisters/Children/Family Members studying _____

2. Family Income: Total Monthly income in Pak Rs. _____

3. Family Expenditure: (in Pak Rs)

Education	Accommodation	Utilities	Food and Other Misc	Self	Total Expenditure	
					Monthly	Annual

Supporting document to be submitted along with application:

1. Father's Profession/Income (Salary Slips/ITR Summary) (if applicable)
2. Copy of latest utility bill (Electricity, Gas, Telephone)
3. Copy of Rent agreement in case of Rented House
4. Copy of Last Fee Receipts of Applicant and Siblings
5. Copies of Medical bills/expenditure related documents (if applicable)

UNDERTAKING

1. The information given in this application is true to the best of my knowledge and I understand that any incorrect information will result in the cancellation of this application.
2. I hereby undertake to pay the semester fee in the agreed number of installments (as applicable) on the due dates and not later than that.
3. I fully understand that in case of any failure or violation on my part, my son/daughter will be subjected to the following actions by the University: -
 - a. Will not be admitted to Mid-Semester Exam (MSE) and End-Semester Exam (ESE), whichever will be applicable.
 - b. In case of fee is due after any examination will not be notified of his/her result until full fee payment is made.
 - c. His/her attendance will be locked/seized.
 - d. Will not be allowed for further registration.
 - e. Will not be allowed to avail this installment facility in the future.

Parents/ Guardian Signature _____ Applicant Signature _____

Date: _____

Date: _____

For Office Use

By Department: Recommended Not Recommended

Signature HoD: _____

By DSL Office: Recommended Not Recommended

Signature DSL: _____

By Treasurer Office: Recommended Not Recommended

Signature Treasurer: _____

Outstanding amount Rs: _____

1st Installment: _____

Due Date _____

2nd Installment: _____

Due Date _____

Approved / Not Approved

Rector/Pro Rector: _____

Date: _____



NATIONAL UNIVERSITY OF TECHNOLOGY

**APPLICATION FORM FOR HOSTEL FEE PAYMENT THROUGH
INSTALLMENTS**

Student

1. Name: _____

2. NUTECH ID: _____

3. Department: _____

4. Present Address _____

5. Are you currently working: Yes No

(If answer to Question No. 5 is 'Yes', please answer questions (6-7) otherwise put N/A)

6. Designation _____ Monthly Gross income in Pak Rs _____

7. Employer: _____

8. Are you availing any scholarship: Yes No

9. Tel Res: _____ Mobile: _____

10. Email: _____

Father/Guardian

1. Father's Name _____

2. Status: Alive Deceased

3. Professional status: Employed Retired Business Owner

4. Name of Company/Employer: _____

5. Tel (Off): _____ Mobile: _____

6. Occupation Type: _____

7. Designation & Grade (BPS/ SPS/PTC etc): _____

8. Address: _____

Family Status

1. Brothers/Sisters/Children/Family Members studying _____
2. Family Income: Total Monthly income in Pak Rs. _____
3. Family Expenditure: (in Pak Rs)

Education	Accommodation	Utilities	Food and Other Misc	Self	Total Expenditure	
					Monthly	Annual

Supporting document to be submitted along with application:

1. Father's Profession/Income (Salary Slips/ITR Summary) (if applicable)
2. Copy of latest utility bill (Electricity, Gas, Telephone)
3. Copy of Rent agreement in case of Rented House
4. Copy of Last Fee Receipts of Applicant and Siblings
5. Copies of Medical bills/expenditure related documents (if applicable)

UNDERTAKING

The information given in this application is true to the best of my knowledge and I understand that any incorrect information will result in the cancellation of this application.

NUTECH reserves the right to use information given in this form for verification and other purposes.

Parents/ Guardian Signature _____ Applicant Signature _____

Date: _____

Date: _____

For Office Use

By AD Hostel:

Recommended

Not Recommended

Signature AD Hostel: _____

By DSL:

Recommended

Not Recommended

Signature DSL: _____

Outstanding amount Rs: _____

1st Installment: _____

Due Date _____

2nd Installment: _____

Due Date _____

By Treasurer Office: Recommended Not Recommended

Signature Treasurer: _____

Approved / Not Approved

Rector / Pro Rector: _____

Date: _____