

To The Registrar
CASE
Islamabad

Subject: **Request for Installment in Outstanding Dues/Fee**

Respected Sir,

I, Mr. / Ms. _____, Roll No. ____-____-_____ am doing M.Sc / Ph.D in Engineering Management / Elect & Comp. Engg Department. In Spring / Summer / Fall 200-- Semester I have registered _____ course (s) and am requesting permission for installments to pay my outstanding dues/fee.

I have paid Rs. _____/= against dues of Rs. _____/= and the remaining **including Rs. 750/-Installment Processing fee**, - Rs. _____/= will be paying well before _____- _____(_____,2008)

I have attached the crossed Cheque (s) of Rs. _____ dated _____ in favor of the CASE Islamabad, as the remaining installment.

I fully understand that if this Cheque is bounced back / dishonored then, I will be held responsible. In such a case, Institute has the right to take any action including but not limited to,

1. A penalty of Rs. 5000/- for the bounced Cheque as well as late payment fine @ Rs. 100/- per day.
2. Cancellation of registration / admission.

Please Note:

It is student's responsibility to ensure that sufficient funds are available in the bank account for which the post dated crossed Cheque (s) has been submitted. **CASE would not be issuing any reminders.**

Yours sincerely

Signature_____

Date_____

For Office Use Only

Manager
Student Affairs

Approved / Not Approved

Registrar_____Date_____

Student Receipt

Please Note:

It is student's responsibility to ensure that sufficient funds are available in the bank account for which the post dated crossed Cheque (s) has been submitted. **CASE would not be issuing any reminders.**

In case of any bounced Cheque, CASE has the right to take any action including but not limited to,

1. A penalty of Rs. 5000/- for the bounced Cheque as well as late payment fine @ Rs. 100/- per day.
2. Cancellation of registration / admission.

Roll No _____ Name _____ Due date _____ No. of installment _____

1. Cheque (s) Due date _____ Amount _____
2. Cheque(s) Duedate _____ Amount _____