**ALLAMA IQBAL OPEN UNIVERSITY**

 (Directorate of Admissions & Mailing)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Director Admissions,

AIOU H-8 Islamabad

Subject: **Application for Adjustment of Fee due to Non Admission**

It is submitted that I have deposited admission fee for \_\_\_\_\_\_\_\_\_\_\_ program in Semester\_\_\_\_\_\_\_\_\_. Due to some reasons my admission was not processed in said semester. I request to adjust my fee in next semester spring/autumn \_\_\_\_\_\_\_\_\_\_\_\_\_and grant admission. My particulars are as under;

|  |  |
| --- | --- |
| Name |  |
| Father Name |  |
| Program |  |
| Course Codes |  |
| Fresh/Continue |  |
| Roll # (For continue Only) |  |
| Registration # (If registered already) |  |
| Fee Deposited amount(Rs) |  |
| Bank Name/Branch |  |
| Date of fee deposit |  |
| Form No/Bank challan No |  |
| Fee difference deposited (if any) |  |

**Note:**  1. Terms and conditions of fee adjustment are as under;

1. Fee will be adjusted within a year of deposit date.
2. Fee will not be adjusted for other program.
3. If fee has increased in current semester then student will have to deposit fee difference.

2. Attach following documents with application;

1. Original Bank Challan (keep photocopy in your record)
2. Admission Form (Continue student may download from website. Fresh student may

purchase new prospectus of current semester and also attach Certificates/degrees)

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of StudentName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Send Application on following Address;**Director Admissions****Directorate of Admissions & Mailing****Allama Iqbal Open University****Sector H-8, Islamabad** |