



# ALLAMA IQBAL OPEN UNIVERSITY

(Directorate of Admissions & Mailing)

The Director Admissions,  
AIOU H-8, Islamabad.

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

Fresh	Continue
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(Please tick ✓)

Subject: **Application for Adjustment of Fee Due to Non-Admission/Enrollment**

It is submitted that I have deposited admission fee for \_\_\_\_\_ program in Semester Spring / Autumn 20\_\_\_\_. Due to some reasons, my admission was not processed in the said semester. In this regard, it is requested that please adjust my fee in next semester Spring/Autumn 20\_\_\_\_ and grant admission. My particulars are as under;

Student Name	
Father Name	
Student's CNIC	
Student ID/ Registration Number:(if registered already)	
Old Challan Number (Copy Attached)	
Fee Deposited amount (Rs)	
Bank Name & Branch / Telco Name & Transaction ID	
New Challan Number (Copy Attached)	
Old Tracking ID Number (For Online Fresh Applicant)	
New Tracking ID Number (For Online Fresh Applicant)	

Note: 1. Terms and conditions for fee adjustment are as under:

- a) Fee will be adjusted within a year from the deposit date.
- b) Fee will not be adjusted for any other program or applied for refund
- c) If in case the fee has been increased in the current semester, then the student will have to deposit the difference of fee.

2. Please attach following documents with application;

- a) Copy of Bank Challan Old (Paid)
- b) Copy Of New Bank Challan (Unpaid)
- c) Duplicate Admission Form (For Fresh Applicant)
- d) All attested documents (Result card/Certificate)

\_\_\_\_\_  
Signature of Student

Name: \_\_\_\_\_

Mobile Phone # 

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Email Address 

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Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
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Send Application on the following Address;

Director Admissions  
Directorate of Admissions & Mailing  
Allama Iqbal Open University  
Sector H-8, Islamabad

**FOR OFFICE USE ONLY**

Diary # (Admission Office): \_\_\_\_\_ Dated: \_\_\_\_\_

Dealing Official: \_\_\_\_\_ Section Incharge: \_\_\_\_\_

Name in Capital: \_\_\_\_\_ Name in Capital: \_\_\_\_\_

Date & Signatures: \_\_\_\_\_ Date & Signatures : \_\_\_\_\_