

The Chairman
Electrical Engineering Department
UET Taxila.

Subject: APPLICATION FOR SEMESTER FEE EXTENSION

Dear Sir,

It is stated that I cannot pay my _____ semester (**Spring/Fall/20____**) fee till due date for the reason of _____

According to the rule laid down in Undergraduate (UG) Rule Book-2023, Section 3/3.1(f). **"The Chairman of the concerned department may grant extension in payment of dues to the needy students on cogent reasons recorded in writing for a maximum period of 30 days beyond the schedule of the dues circulated by Treasurer. He may also allow the payment of dues in two instalments. The remission of late fee fine or re-admission fee cannot be waived off if extension is not allowed by the Chairman beyond the extension period. However, the Competent Authority can waive off late fee fine, on the provision of special case"**.

Request for

☐

Extension of 30 days

OR

☐

Two Installments

Submitted for kind consideration/approval please.

Proof attached.

- I. Father's income certificate
- II. Student's University card
- III.
- IV.

Student Name: _____

Registration No: _____

Mobile # _____

Date _____

Chairman EED