



### **Online Fee Payment Procedure**

**Dear Students of COMSATS University Islamabad, Wah Campus**

To continue your studies you are required to deposit your dues on time. The details of semester fee along with submission deadline for both session (Spring & Fall) are mentioned on online fee voucher. Please transfer the semester fee early, as it must reach the University's account within the registration deadline.

#### **-- How to prevent the Late Fee --**

If you deposit dues after the deadline you will have to pay an additional amount in form of Late Fee as per policy defined by the competent authority. For convenience, we developed ACMS System to facilitate student's fee voucher entertained in Bank through challah number/fee voucher number. You can prevent paying the Late Fee by making sure of transfer the full amount of the semester fee to the correct bank account before deadline. Please note that the deposited challah copy must submit in Accounts office by the student to avoid any inconvenience.

#### **-- Important information about the transfer--**

##### **Student Side:**

Please refer to your [portal.cuiwah.edu.pk](http://portal.cuiwah.edu.pk) for the amount to be paid and the payment details. Login with your registration number and password and go to fee section. There you can find your personalized payment details and the amount to be paid for semester. Please do not add anything to these payment details; otherwise your payment cannot be allocated.

[portal.cuiwah.edu.pk](http://portal.cuiwah.edu.pk) → Login Id → Fee Section → Print Voucher  
→ visit nearest Askari Bank Branch

**Note:** Active Tax Payers can remove **Advanced Tax** fee from voucher with condition to provide evidence before issuance of fee voucher in Accounts Office. Through Email On Qaiser@ciitwah.edu.pk

##### **Bank information:**

Provide printed voucher to Cashier → Request him to enter fee through challan no. → Give Cash → Get paid voucher → Courier copy to Accounts

**Note:** Please avoid to transfer the fee from credit card, ATM & mobile app etc.

Please feel free to contact the undersigned if you have any query regarding above.