

# Guidelines for saving your Fee Bill to Your Hard Drive

1. Open the URL <http://aackportals.au.edu.pk/feesystem/> in google Chrome. Enter your registration ID and click View Fee Bill. You will be redirected to another Page.

## Online Fee Challan

Enter Your registration ID below.

Select Session

[View Fee Bill](#)

### Instructions for Fee Payment:

1. All students are required to deposit their dues as per the announced deadline in each semester. After the deadline a fine amount of Rs. 200/ day will be charged with in same semester at the time of fee payment in bank.
2. In case of non-payment till mid-semester, the student name would be struck off from the University rolls.
3. Re-instatement will be made only with subject to payment of regular dues and fine amount.
4. In case of any fee related issue please Contact in Account Office:

**Shumaiza Ilyas**

Finance AID Office

Phone: 057-9153267

5. In case of technical query about fee bill access/ download please contact:

Email: [rabia.hakim@aack.au.edu.pk](mailto:rabia.hakim@aack.au.edu.pk)

Phone: 057-9153249

6. In case of any query related to Merit Scholarships, Need-based Scholarship, HEC/ ICT funds and installments in fee bill please contact:

**Shumaiza Ilyas**

Finance AID Office

2. You will get your fee bill for current semester as shown in the figure below. Click on the Link **Print** located on the left upper corner.

Challan Form - Air Univer: x  
 portals.au.edu.pk/FeeSystem/ChallanForm.aspx?id=110780

Note : Please print this form in Landscape Layout.

**Print**

Student Copy

**Air University**  
HabibMetro Bank  
F-10 Markaz Islamabad

**FEE BILL -F-14**

Due Date Monday, September 30, 2013  
A/C No. 20614-714-109300  
Roll No. 110780 BEMTS-F-11-C-182  
Name: Muhammad Hamza Khalid  
S/O Khalid Mahmood

Description	Amount in Pak Rs.
Tuition Fee	69,700
Disciplinary Fine	300
Sports Fund	300
Students Activity Fund	550
<b>Total Amount Due</b>	<b>(70,850)</b>

Bank Stamp  
Signature

University Copy

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Note: Fee can be deposited at any branch of Habib Metro Bank Ltd throughout Pakistan

New tab Ctrl+T  
 New window Ctrl+N  
 New incognito window Ctrl+Shift+N  
 Bookmarks  
 Recent Tabs

Edit Cut Copy Paste  
 Zoom - 100% +

Save page as... Ctrl+S  
 Find... Ctrl+F  
**Print... Ctrl+P**  
 History Ctrl+H  
 Downloads Ctrl+J

Sign in to Chrome...  
 Settings  
 About Google Chrome  
 Help

Exit Ctrl+Shift+Q

3. When you click on the Print link, following screen will appear. On the Destination tab click **Change** button and select **Save As Pdf**.

Print  
 Total: 1 sheet of paper  
 Print Cancel

Destination \\admin41\hp LaserJet ...  
**Change...**

Pages All  
 e.g. 1-5, 8, 11-13

Copies 1

Paper size A4

Layout Portrait Landscape

Margins Default

Options  
 Headers and footers  
 Two-sided  
 Background colors and images

Print using system dialog... (Ctrl+Shift+P)

Note : Please print this form in Landscape Layout.

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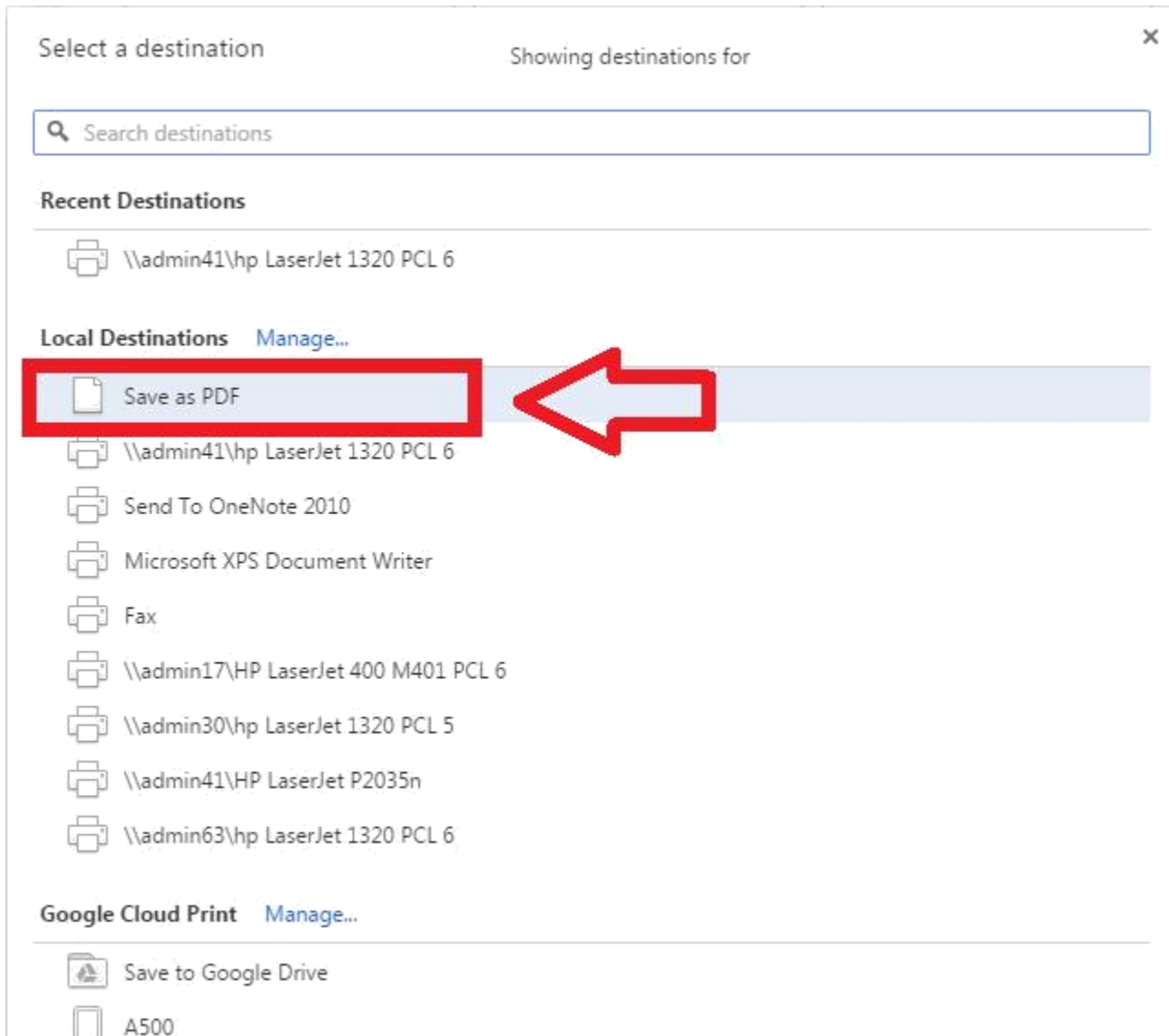
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3. After selecting the option you will get following screen. Click on **save** button, choose the location where you want to save your **Fee Bill** and save your fee bill.

Print

Total: 1 page

Destination

Pages  All  e.g., 1-5, 8, 11-13

Paper size

Layout  Portrait  Landscape

Margins

Options  Headers and footers  Background colors and images

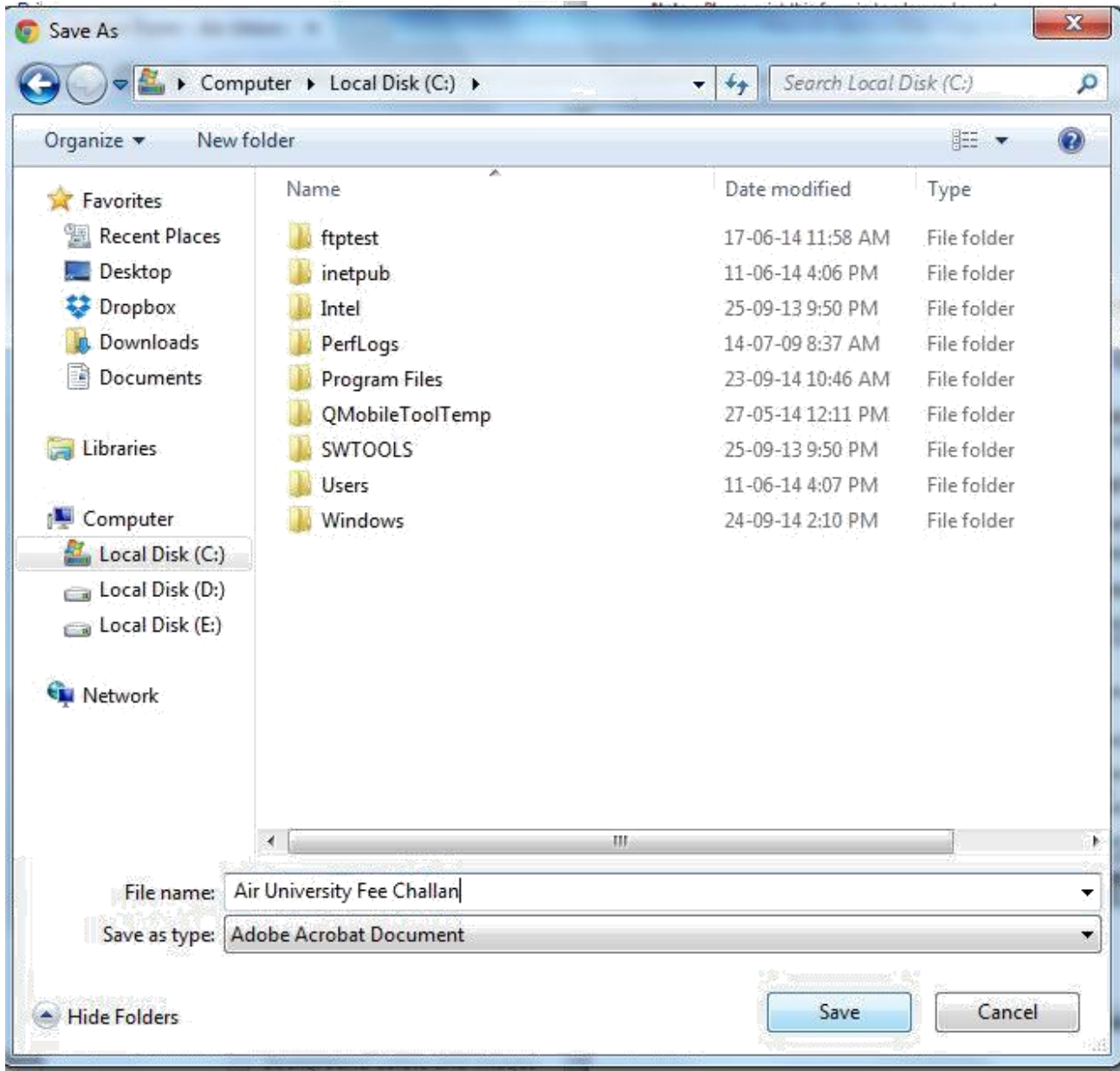
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[Print](#)

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