

# Guidelines for saving your Fee Bill to Your Hard Drive

1. Open the URL <http://portals.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.

[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 per day will be charged up to 30 calendar days.
2. In case of non-payment within 30 days after the deadline, the student's name shall be struck off from the University rolls.
3. Reinstatement is subject to approval from competent authorities and on payment of Re-Admission fee of Rs. 20,000 (Twenty Thousand rupees only) other than regular dues and fine amount.
4. In case of any financial issue in fee bill please contact:

**Muhammad Usaman Abbasi**

Registration Office (LTC Building)

Email: [usman.abbasi@mail.au.edu.pk](mailto:usman.abbasi@mail.au.edu.pk)

Phone: +92 51 9262557 Ext: 302

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

Email: [webmaster@mail.au.edu.pk](mailto:webmaster@mail.au.edu.pk)

Phone: +92 51 9262557 Ext: 248

6. In case of queries regarding any scholarship & installment bills, please contact:

**Zubair Khattak** (LTC Building)

Email: [Zubair.Khattak@mail.au.edu.pk](mailto:Zubair.Khattak@mail.au.edu.pk)

Phone: +92 51 9262557 Ext: 369

## [Guidelines for downloading your fee bill](#)

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.

Note : Please print this form in Landscape Layout.

[Print](#)

Student Copy		University Copy		University Copy		Bank Copy																																																	
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 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

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

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 [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

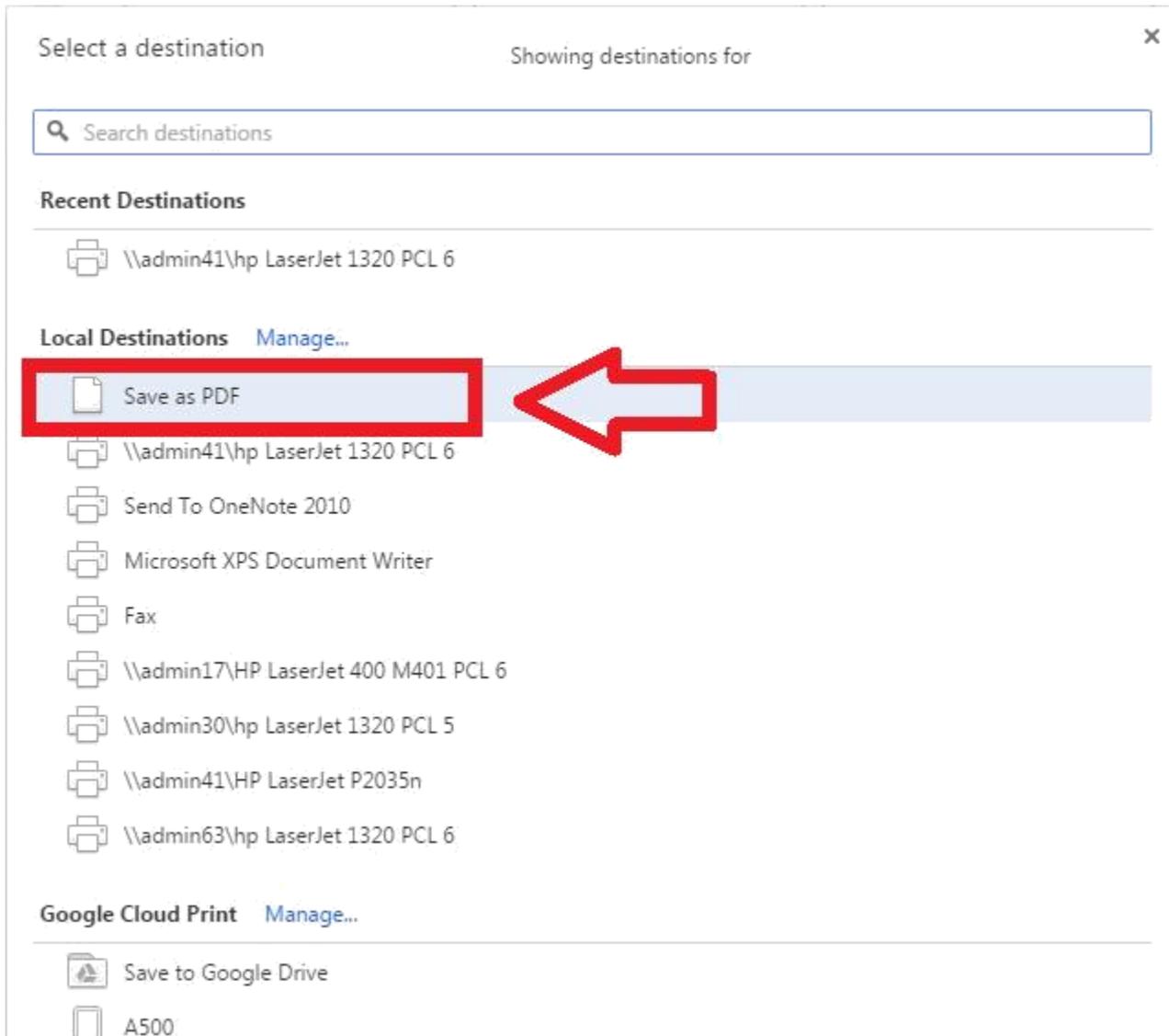
Print using system dialog... (Ctrl+Shift+P)

Note : Please print this form in Landscape Layout.

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



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

Save

Cancel

Destination

Save as PDF

Change...

Pages

All

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

Paper size

Letter

Layout

Portrait

Landscape

Margins

Default

Options

Headers and footers

Background colors and images

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

Note : Please print this form in Landscape Layout.

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### Air University

HabibMetro Bank  
F-10 Markaz Islamabad

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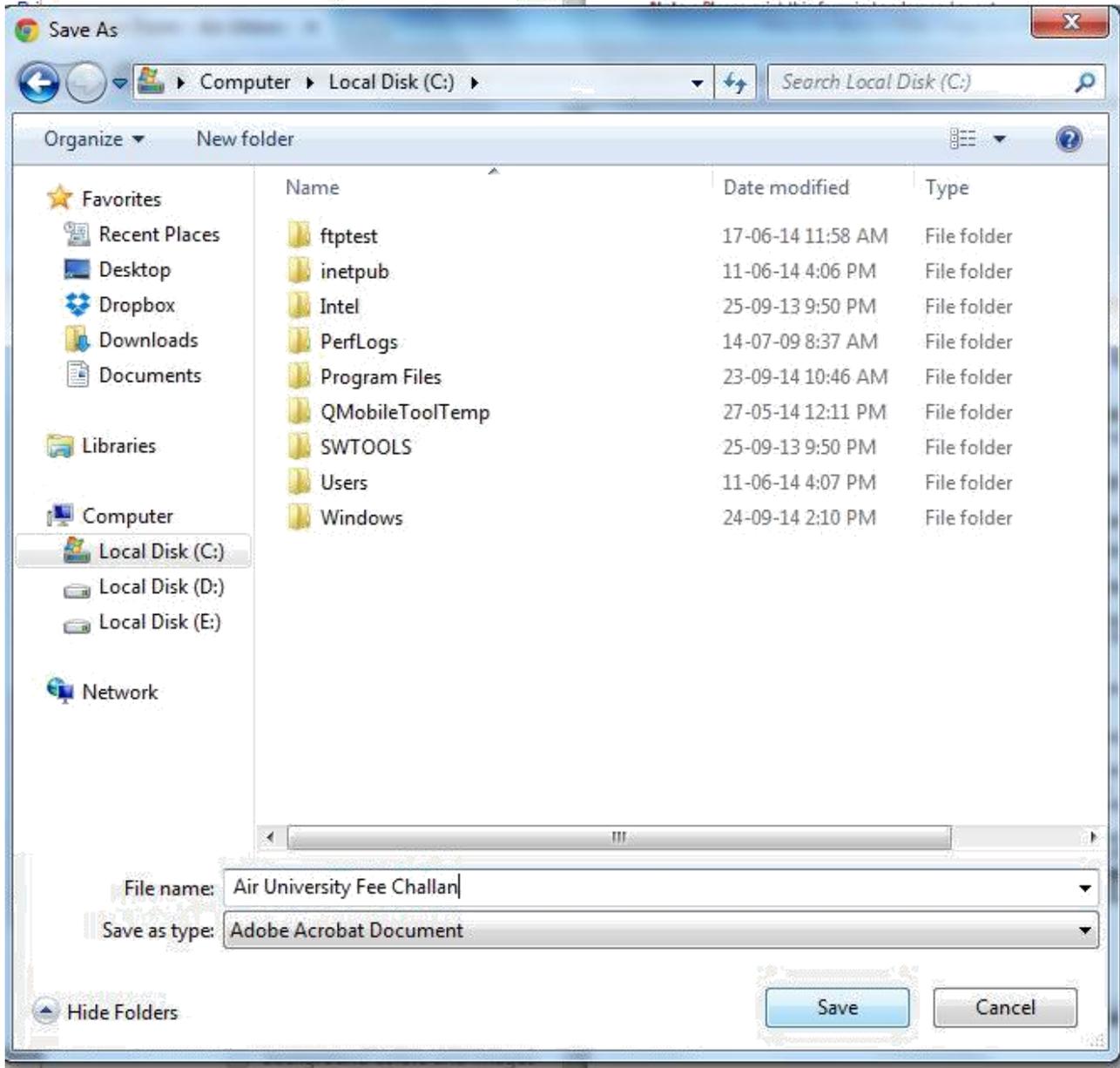
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