

Financial Aid Student Guide



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Financial Aid

Students

Continue Students - Add Service Request

Procedure

This process will be used by continue students to submit service request to avail Financial Aid.

Financial Aid Form will be downloaded from AIOU website (https://dsacs.aiou.edu.pk/) and filled form along with other required documents will be uploaded in this service request as shown.



Step	Action
1.	Click the Service Request Tile object.

Student Homepage				SERVICE REQ	UEST	â	9.4
Service Requests	Salha Jawaid My Service Requests						
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Training Guide Financial Aid



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Step	Action
3.	Click the Select this row option.
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Step	Action
4.	Click the Next > button.
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Step	Action
5.	Copy the link and open in browser. Press [Ctrl+C].

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generaliset oppije 1	National Song Competition on 17th September, 2015 for Pakistan Defens Day Celebration		Online	Help Desk August 2021		÷

Step	Action
6.	All information related to schemes is available on this website. Click the ASSF Schemes link.
	ASSF Schemes



Example to the series of th	🔮 Black # 25, AlOU, Sector H-4, Edamabad, Pakistan 📞 051-111-112-468 Home About Home ASSF Schemes About Contact Us ASSF Schemes	es Search
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7. To motivate AIOU students in doing market oriented re- searches, which will give benefit at national level by sharing		Online Help Desk
searches, which will give benefit at national level by sharing		
	searches, which will give benefit at national level by sharing	

Step	Action
7.	Select the relevant aid for which you want to apply. Click the Financial Support link. Financial Support

	Program	Concession							
		35% of the semester fee (Regions have not discretionary power to less or excess the above limit)	Su	pport	Scher	mes			
8.	C1P Diploma B.Ed	FULL	- 5	mancia	d Suppor	m			
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	Health/Home Economics)				Schola				
	F.A/I.Com Matric/Dars-e-Nizami (of any level)				as Projes				
C.	Ph.D./STEP Courses/Open Tech/Non Credit/French Online	NI			hip for C				
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Eligibility:					alignent 1				
ATCE: Cost	timong Student (enrolled in 2 nd Semester onwards) with	southly income of less than Ex. 18.000.							
					Бропьсе				
	al fre concession committee in each semester will assess it to following conditions/guidelinee	the student's requirement and recommend the lee course		Aucate	A Child	Schem			
1. Availe	ability of Funds								
	ty Areas (Low Literacy Areas)								
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	o increase the beneficiaries								
	et only those who really wish to study								
• lin	inkage with the performance								
How to Ap	abja:				,				
The proced	dure to apply in this scheme is very simple. Main steps a	er given beleve							
	t this financial support you have to download the								
	a form along with requisite documents in his/her o	oncerned Regional Office during the Admission							
	ing Months. Legional Assistance Committee constituted in the l		a -						
2. The R	tegional Assistance Committee constituted in the l the criteria which is conveyed to all Regions by t								
					W	T	F	8	s
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3. After i	approval of Competent Authority, list of students board of the Regional Office.		е <u>М</u>						
3. After a notice	approval of Competent Authority, list of students	awarded Financial Support will be displayed on t	- <u>M</u>	1					1
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3. After a notice 4. The st	approval of Competent Authority, list of students toord of the Regional Office. tudents will have to deposit the remaining fee in th	awarded Financial Support will be displayed on t	e <u>M</u> 2 9	3	4	5	4 13	7	1 8 15
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3. After a notice 4. The st	approval of Competent Authority, list of students toord of the Regional Office. tudents will have to deposit the remaining fee in th	awarded Financial Support will be displayed on t	2 9 38		4 11 14 25	5 12 19 26			22

Step	Action
8.	Click the PDF/Word link below to download form to apply.



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	PART-1 (PARTICULARS OF APPLICANT)
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	PART-2 (INCOME STATIMENT)
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Step	Action
9.	Fill the form to upload later in service request. Click in the Address and search bar field.

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	University and reach		Cancel +Provides Ned+	

Step	Action
10.	Select your relevant region (only applicable for region based scholarships) Click the Select this row option.

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Step	Action
11.	Click the Next > button.
	Next >

Step	Action
12.	Enter the desired information into the Rich Text Editor for Comment field. Enter " I have attached the form in attachments. ".



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My Request Detail		
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Status Request Submitted	Herefore and a construction of	
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Submit Cancel		

Step	Action
13.	Click the Add Attachment link.
	Add Attachment

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Step	Action
14.	Select the form that you filled for this application. Click the Upload button. Upload



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^	Saliha Jawaid			
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		Apply for FA / Scholarship	Type SSF-101: Fi	nancial Support
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1	Attached File SSF-101.pdf	Description SSF-101.pdf		View 🖃
				٠
	Submit	Cancel		
<pre>v</pre>				

Step	Action
15.	Once all required documents have been uploaded, Click the Submit button.
	Submit

Nenu B			
1	Saliha Jawaid		
	My Request Detail		
	Category Apply for FA/Sch	tolarshie	Type SSF-101: Financial Support
	Subtype SARGODHA REI		west Date 08/30/2021
	Status Request Submit		
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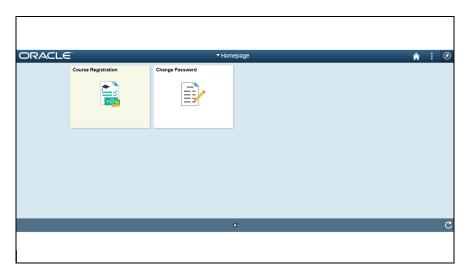
Step	Action
16.	
	End of Procedure.



Continue Students - Invoice Regeneration

Procedure

This process will be followed by continue students to regenerate voucher/invoice after provisional financial aid has been awarded.



Step	Action
1.	Click the Course Registration tab.

< Homepage	Course Registration	â	: Ø
E Student Enrollment	Student Enrollment Etter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Search Advanced Search Find an Existing Value Add a New Value		New Vindow

Step	Action
2.	Click in the Add a New Value field.
	Add a New Value



< Homepage	Course Registration 1	: Ø
Student Enrollment	Student Enrollment	New Window
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	10	
	Add	
	Find an Existing Value Add a New Value	

Step	Action
3.	Click in the ID : field.

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Student Enrollment	Student Enrollment		New V	Vindow
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	Add			
	Find an Existing Value Add a New Value			

Step	Action
4.	Enter your ID. Press [Ctrl+V].



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Student Enrollment	Student Enrollment		New Window
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	DC[17]		
	Add		
	Find an Existing Value Add a New Value		

Step	Action
5.	Click the Add graphic.
	Add

< Homepage		Course Registration			â : @
Student Enrollment	Student Enrollment			New Windo	w Personalize Pa
	ID: 17P				
		(GEN GP)			
	Upcoming Semesters				
	Academic Level Description	Semester	Enroll Start Date Time	Enroll End Date Time	Add New Reg
	1 Q	2021 AUTUMN (SSC/HSSC)	08/16/21 1:30:00PM	09/30/21 11:59:59PM	Add New Rec
	Look up Academic Level	(Alt+5)			

Step	Action
б.	Select the semester for which you want to generate voucher.
	Click the Look up Academic Level graphic.



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Student Enrollment	t Lock Up Academic Level Search by: Academic Level begins with Lock Up Cancel Advanced Lookup Search Results Wer 100 Fert @ sore @ Last Academic Iven Semeter 1 Semeter 4 Academic Level Semeter 4 Academic Hereit Semeter 4 Acade	~	Start Date Time 8/21 1:30:00PM	Ervoit End Date Time 09/30/21 11:59:50PM	dow Personalize Par
vascript:doUpdateParent(document.win0,/#ICRow1'			·		

Step	Action
7.	Select your relevant semester. e.g.
	Click in the Semester 2 field. Semester 2

< Homepage		C	Course Registration			🟫 : @
Student Enrollment				New Wind	ow Personalize Page	
	4 Adeela F.A(GEN GP)				
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		2021 AUTUMN (SSC/HSSC)	08/16/21 1:30:00PM	09/30/21 11:59:59PM	Add New Request	View Submitted Requests

Step	Action
8.	Click in the Add New Request field.
	Add New Request



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Step	Action
9.	Click the Add Courses button.
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Step	Action							
10.	Click the Submit button.							
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Step	Action						
11.	Awarded amount will be subtracted from your fee.						
	Click the Print Invoice button.						
	Print Invoice						

Course Registration			Stud	ent Enrol	llment		Â	
Aenu 🖃								
earch:	Student Enrolli	ment						
Self Service Change My Password	ID: Institution: Career: Semester: Academic Program: Academic Level:	17F AIOUN HSSC 2103 0329 02		Request ID: Status:	3 Submitted			
	Selected Courses		Semester 2					
	Subject Area Cou					Credit Hrs		
	1 AIOU 312		EDUCATION			6.00		
	2 AIOU 364 3 AIOU 387		URDU-II COMPULSORY ENGLISH-II			3.00		
			COMPOLSORT ENGLISH-II			3.00		
	Fee Description				Amount			
	1 Technology-Loc-0	0220			250.000			
	2 Course Tuition-Lo				1800.000			
	3 SSF-101:Financia		t-AAW		-100.000			
	4 Late Fee-Loc-03				500.000			
	Submit		Print Inv	nice				
	Return							

Step	Action
12.	
	End of Procedure.



Fresh Students - Invoice Regeneration

Procedure

This process will be followed by Fresh Students to Regenerate the Invoice/ Voucher after provisional Financial aid has been awarded.

.d.	Search by Tracking ID				sout +
Aliama ligbal Open University	View Application Information				
🛃 Dashboard 🤇 🤇	[INFO-MSG-0011] Application for financial aid has been appr	oved for this applicant.			
Administions ~ Applications < Communication < Meritilist < Reports <	01-2021-2- MUN 0001;Jdy;33 3001 Verified [jes;24 2023 18:48.06]		Programe Apply [1] 83MCR0-801	Father Name	
Update Exam Score Checklist Verification Search Upload Exam Score	Become Applicant Back to Search	Contact Information		Pee @ Generate Fee vescher	
Search Application Upload Payments Picture Verification	New Search	🗃 Alternative Email: muneebai		Fee	
Scan Document	Application Academic Record	D Mobile Number: 0337-86		Woucher No: 9930 Oracled © Perd Date:	
	Work Experience Reset Password	Personal Information		© Create Date: Aug. 30 2021 16/29/34 © Oue: Date: Aug. 30 2021 00:0000 Dearbland Mouther	
	Downlead Documents	m Date of Birth: July . 25 2001		C Fee	
	Application Log Application Log	Palistan III cNIC: 34101-220		Woucher Na: 9930 Oracled Pere	
Transferring data from 172.16.50.119	Application Email Log	田 Passport: 曾 Martial Status:		© Create Date: Jan, 24 2021 16/40:06 © Oue Date: Feb. 15 2021 00:00:00	

Step	Action					
1.	Click the Generate Fee voucher link.					
	Generate Fee voucher					

æ	Search by Tracking ID				I# Log out * ELEMENT ID: ISB
Aliama ligbal Open	View Application Information				ELEMENT NC (36)
University	(SUCCESS-MSG-0090) Fee voucher has been to generated s	uscessfully.			
Madmissions ~					
Applications <	01-2021-]	Programe Apply		Father Name
Communication <	MUN D08: July , 25 2001		[1]8.5(MOID-8IO.)		MUHAMMAD AKHTAR
Meritlist <	Verified (per, 24 2021 16-48 00)				
Reports < Update Exam Score				-	
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Upload Exam Score	Back to Search	MUNEEBAKAU			Voucher No: 99300 One Paid
Search Application	New Search	Alternative Email: muneebakausa			© Paid Date:
Upload Payments Picture Verification		Gontact Number:			© Create Date: Aug. 30 2021 16:29:54 © Due Date: Aug. 30 2021 00:0000
Scan Document	Application	D Mobile Number: 0337-8			Dewrited Voucher
Foundation <	Academic Record				
🗲 Admissions Setup	Work Experience	Personal Information		0	Fee
🔓 User Management <	Reset Password	≜ Gender:			EVoucher No: 9930
	Download Documents	Female III Date of Birth:			© Canceled © Paid Date:
		July. 25 2001			© Create Date: Jan. 24 2021 16:48:06
	Application Login Log	Q Nationality: Pakistan			© Due Date: Feb. 15 2021 00:00:00 Download Voucher
	Poplication Log	III CNIC: 34101-23			
	Application Email Log	III Passport:		0	Applied For Financial AID
172.16.50.119/pdf report/processing-fee-	vouches.php?_AID+NDY28_VID+NDU0MQ++	Martial Status: Goods		U	Applied For Financial AlD

Step	Action
2.	Click the Download Voucher link.
	Download Voucher

Training Guide Financial Aid



Alama label Open University	Search by Tracking ID View Application Information Forme / Advissions / View Application Information			SH Long out - BLEMINT IN [58]
i⊉ Dashboard <	[SUCCESS-MSG-0096] Fee wouther has been represented suc	ccessfully.		
Admissions ~ Applications < Communication < Meridist < Reports <	01-202 MUN MUN Verted jer, 24 2021 15:48 66j		Programe Apply (1) ISS(MCR0480.)	Father Name wowansae Aortst
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Step	Action	
3.	Click the Open button.	
	Open	

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Step	Action
4.	
	End of Procedure.