



Financial Aid

Student Guide

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Financial Aid

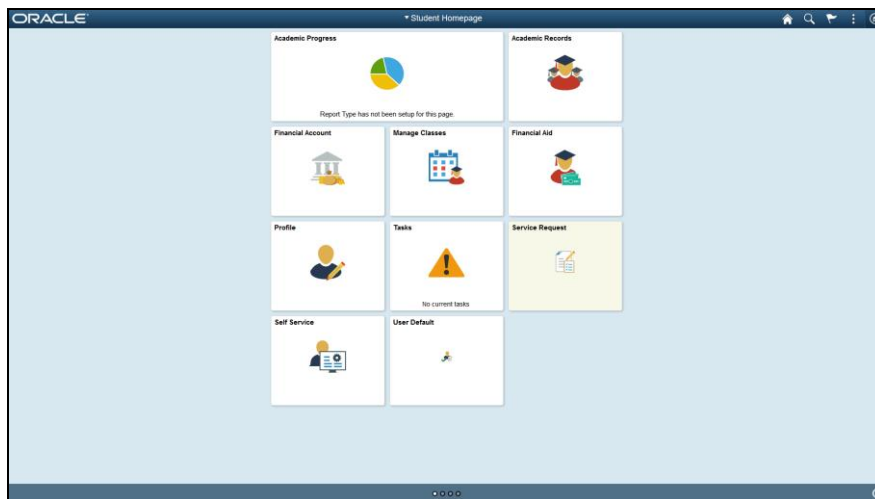
Students


Continue Students - Add Service Request

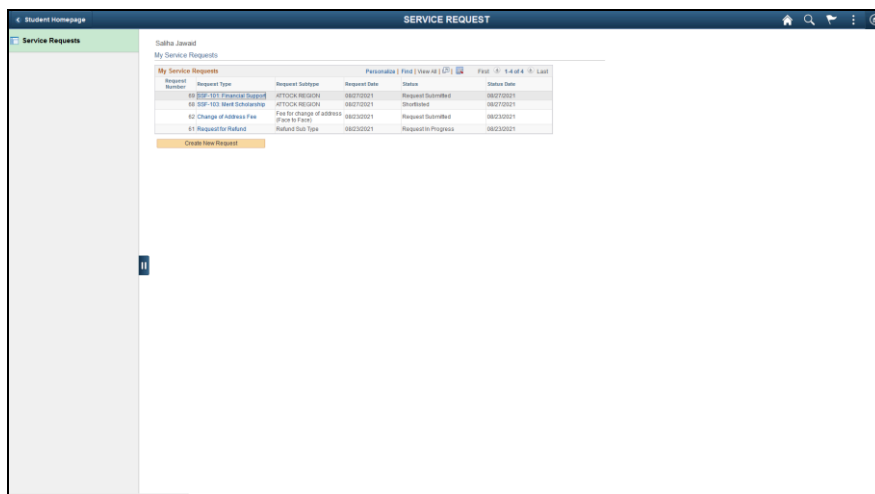
Procedure

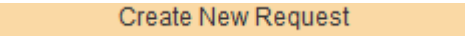
This process will be used by continue students to submit service request to avail Financial Aid.

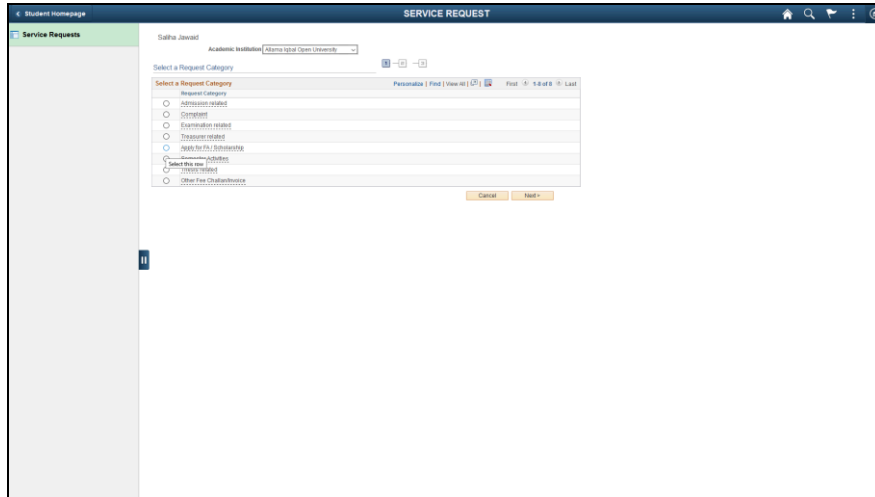
Financial Aid Form will be downloaded from AIOU website (<https://dsacs.aiou.edu.pk/>) and filled form along with other required documents will be uploaded in this service request as shown.




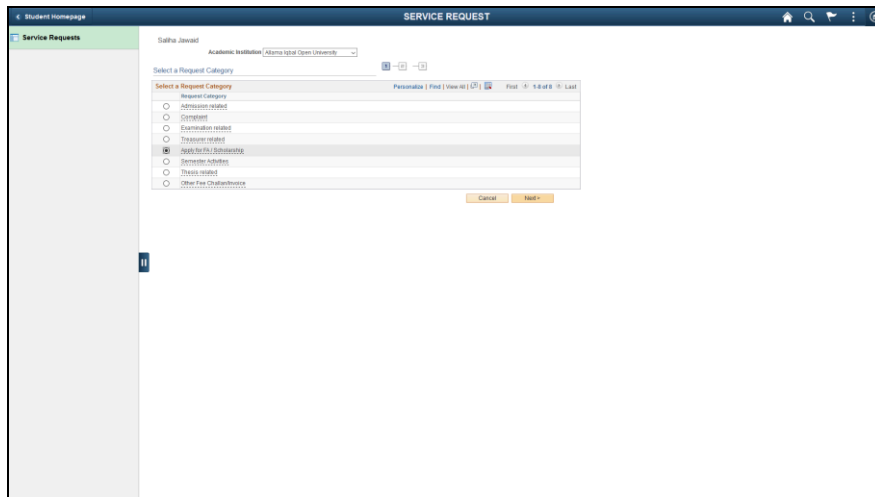
Step	Action
1.	Click the Service Request Tile object. 




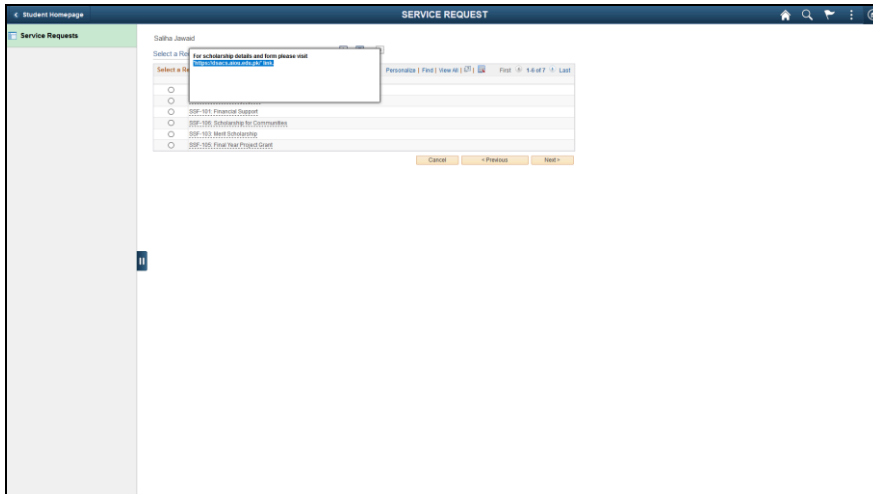
Step	Action
2.	Click the Create New Request button. 



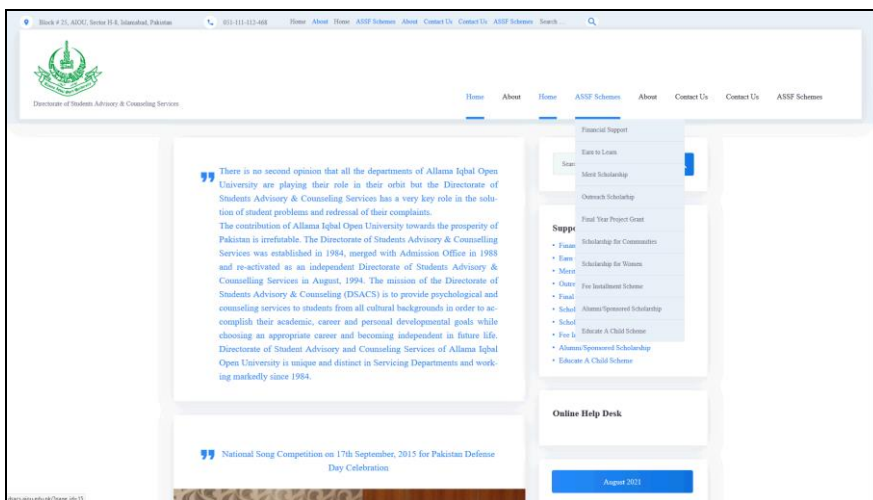
Step	Action
3.	Click the Select this row option. 



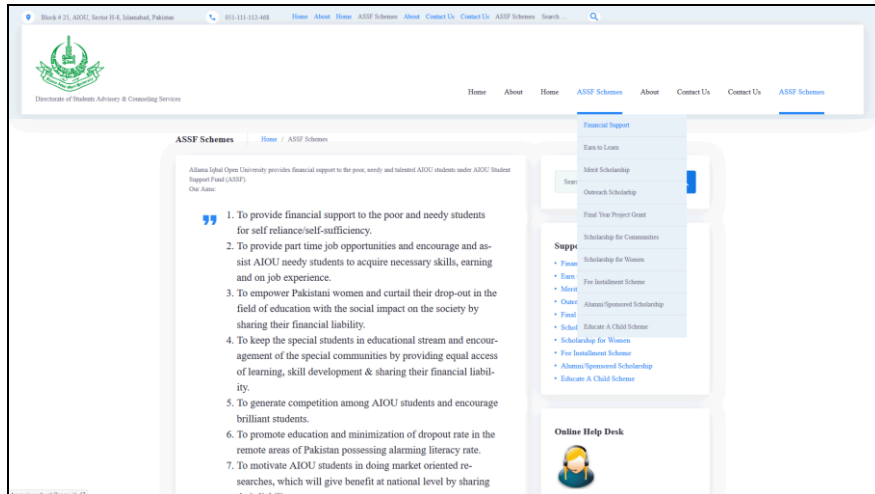
Step	Action
4.	Click the Next > button. 



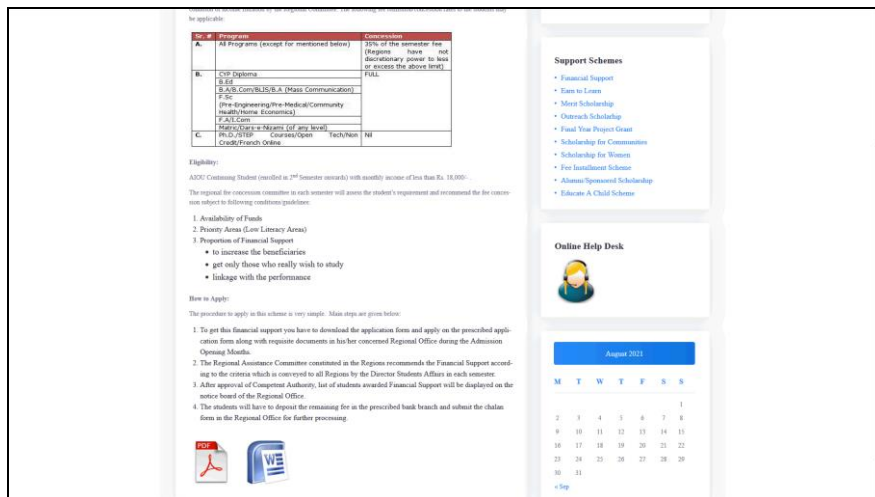
Step	Action
5.	Copy the link and open in browser. Press [Ctrl+C] .




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



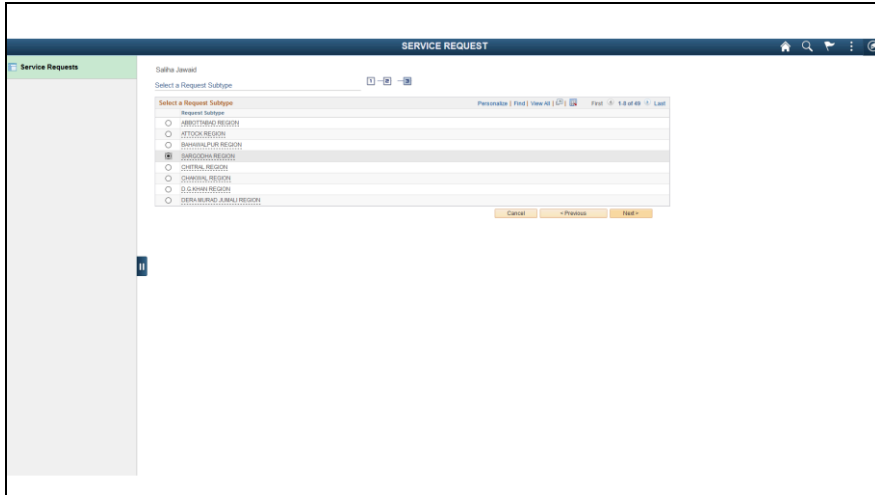
Step	Action
7.	Select the relevant aid for which you want to apply. Click the Financial Support link. Financial Support

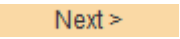


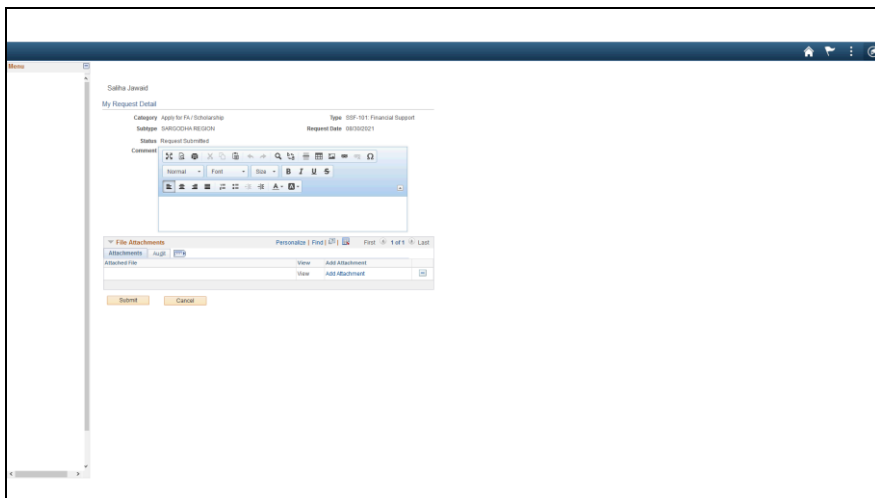
Step	Action
8.	Click the PDF/Word link below to download form to apply. 

Step	Action
9.	Fill the form to upload later in service request. Click in the Address and search bar field.

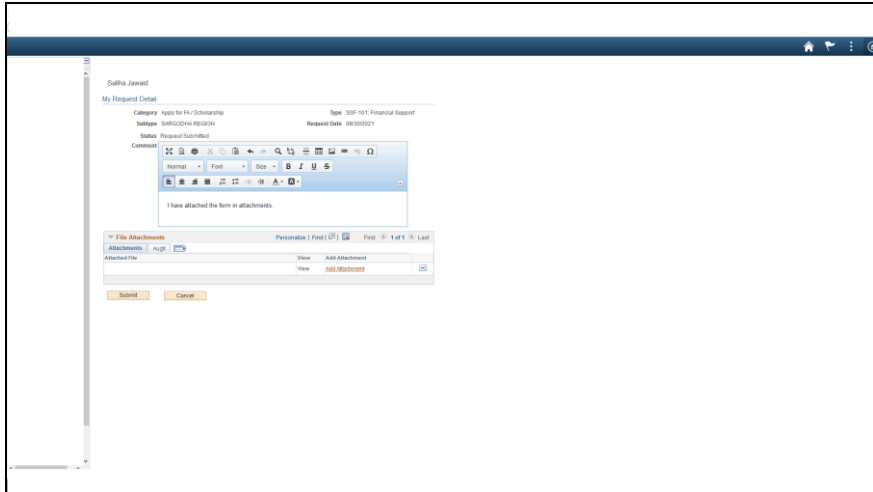
Step	Action
10.	Select your relevant region (only applicable for region based scholarships) Click the Select this row option.



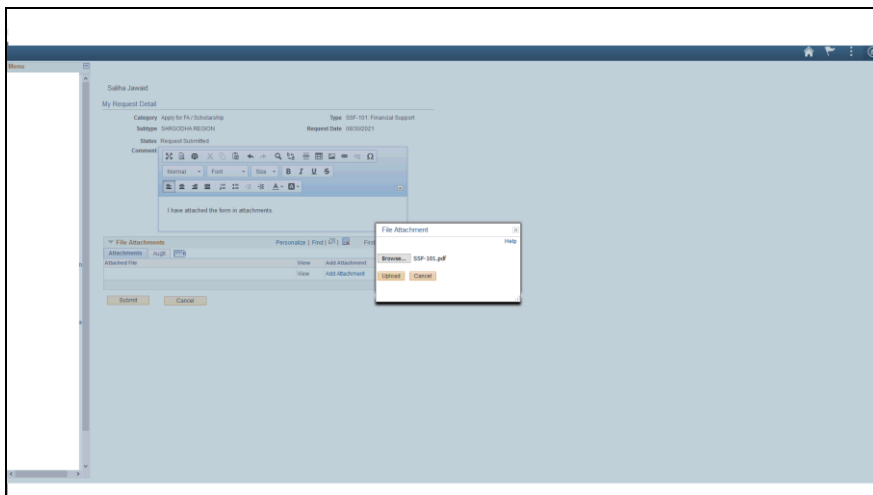
Step	Action
11.	Click the Next > button. 



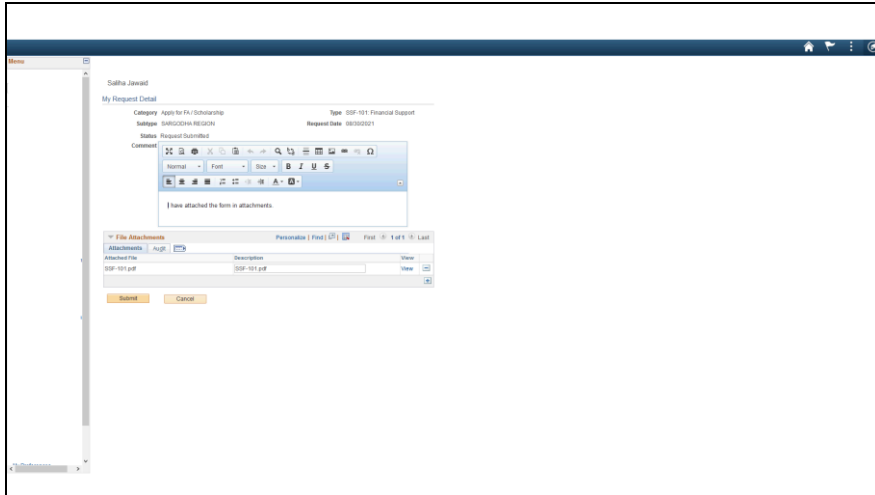
Step	Action
12.	Enter the desired information into the Rich Text Editor for Comment field. Enter " I have attached the form in attachments. ".



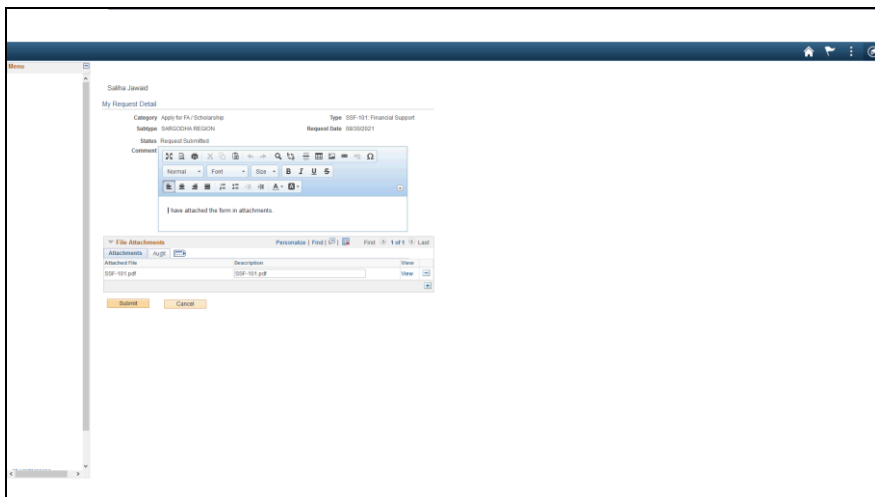
Step	Action
13.	Click the Add Attachment link. Add Attachment



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



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

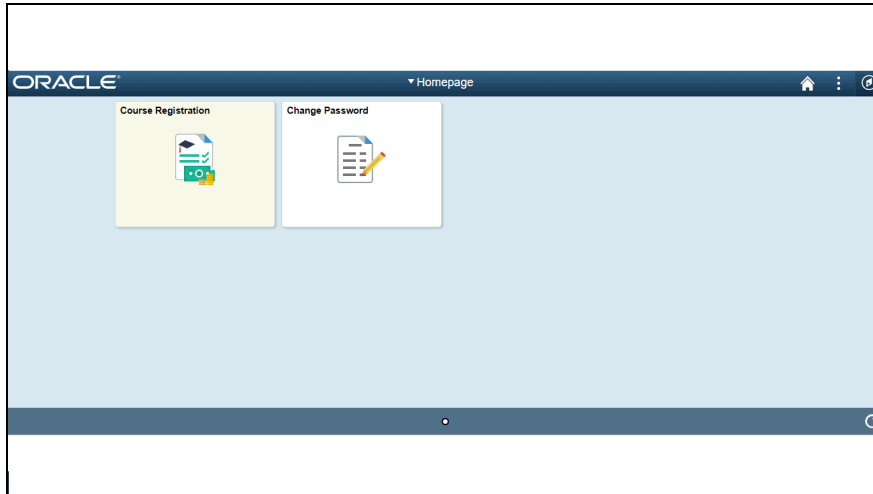


Step	Action
16.	End of Procedure.

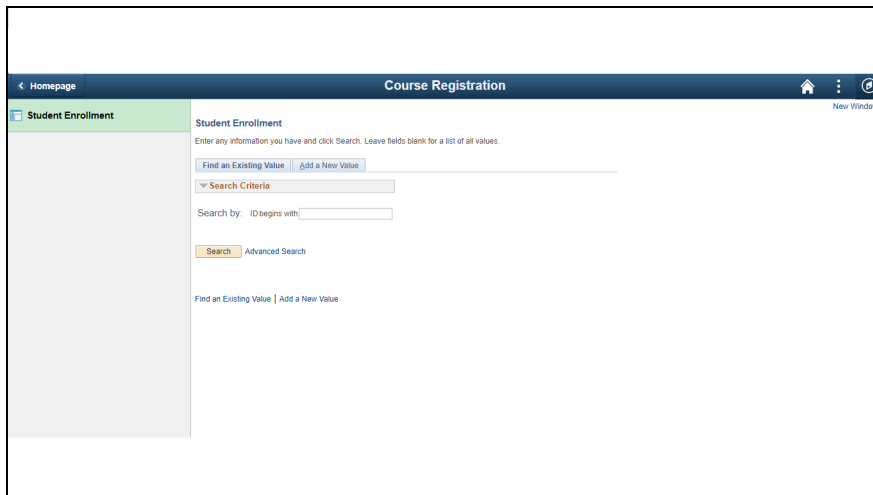
Continue Students - Invoice Regeneration

Procedure

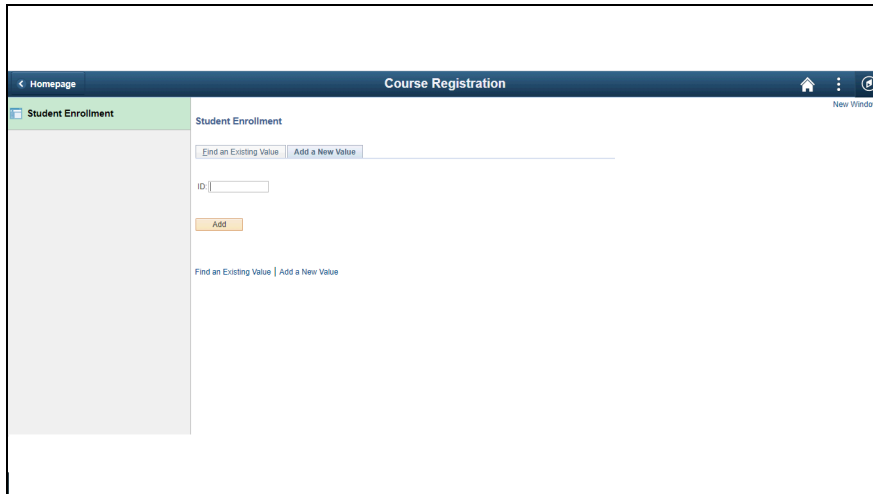
This process will be followed by continue students to regenerate voucher/invoice after provisional financial aid has been awarded.




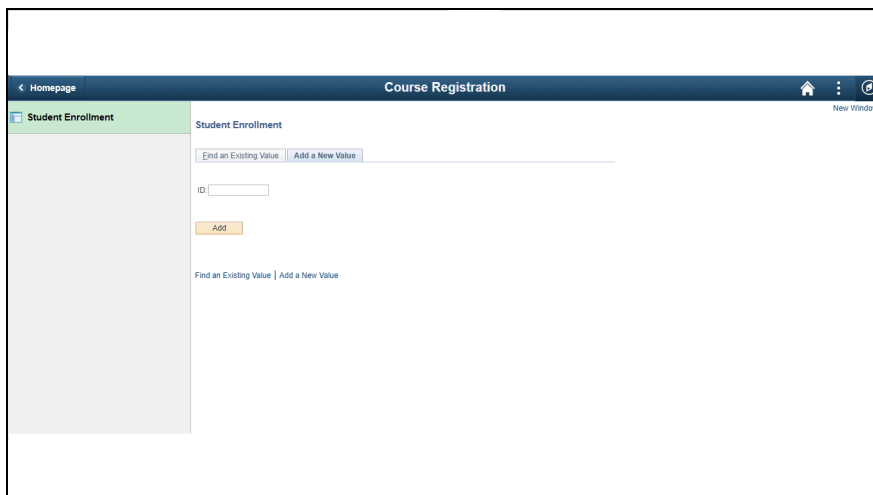
Step	Action
1.	Click the Course Registration tab.



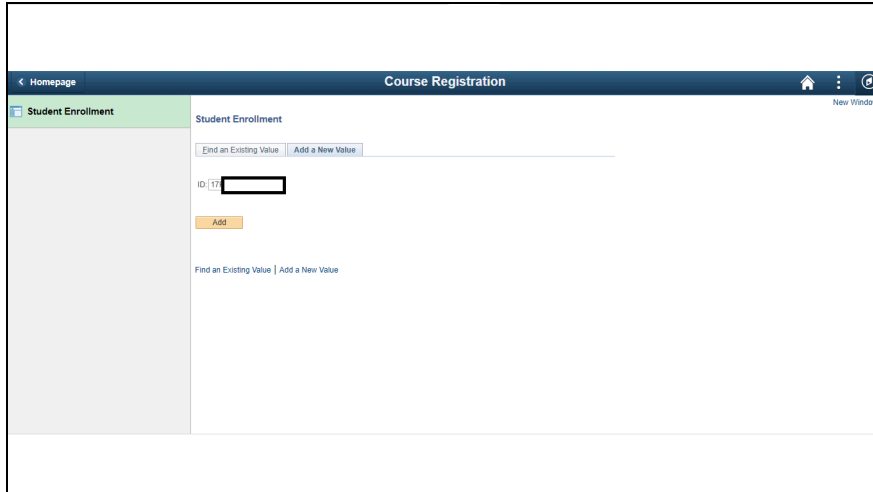
Step	Action
2.	Click in the Add a New Value field. Add a New Value

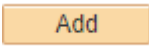


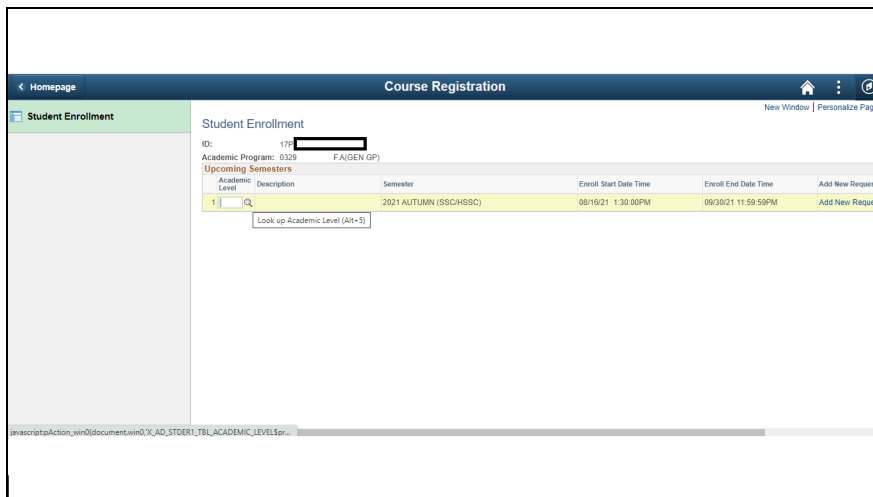
Step	Action
3.	Click in the ID: field. 




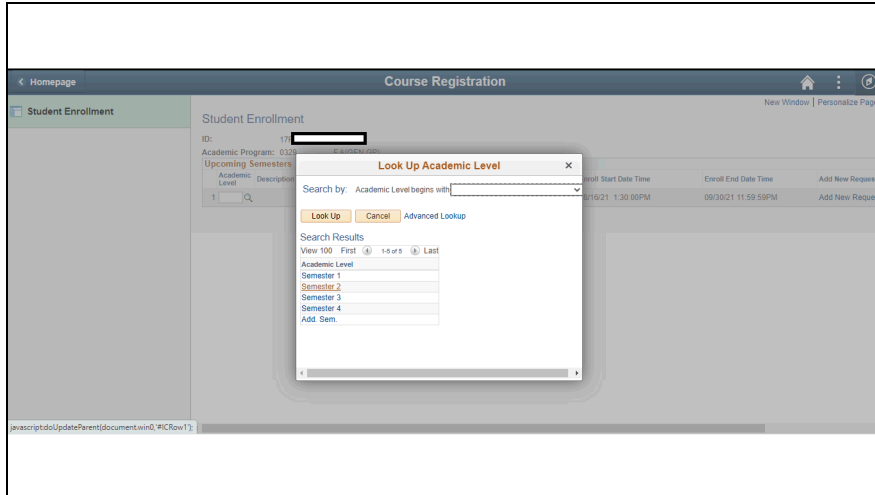
Step	Action
4.	Enter your ID. Press [Ctrl+V] .



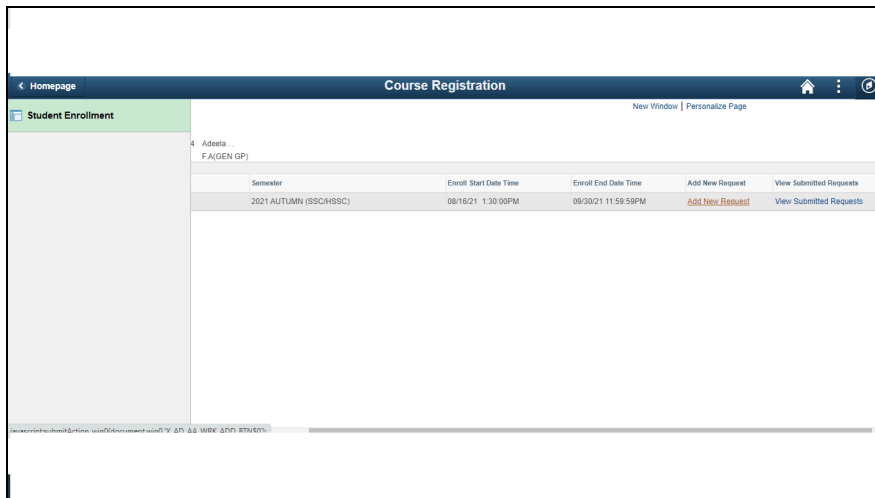
Step	Action
5.	Click the Add graphic. 



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



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



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

Student Enrollment

ID: 171 [REDACTED]
 Institution: AIOU Alama Iqbal Open University
 Career: HSSC HIGHER SECONDARY SCHOOL CERT
 Semester: 2103 2021 AUTUMN (SSCHSSC) Request ID: NEW
 Academic Program: 0329 F.A(GEN GP) Status: Pending
 Academic Level: 02 Semester 2

Select	Subject Area	Course Code	Course Title	Credit Hrs
1	AIOU	312	EDUCATION	6.00
2	AIOU	364	URDU-II	3.00
3	AIOU	387	COMPULSORY ENGLISH-II	3.00

Add Courses

Selected Courses

Subject Area	Course Code	Course Title	Credit Hrs
1			

Submit Button


Fee

Description	Amount	Currency
1		

Submit

[Return](#)

Step	Action
9.	Click the Add Courses button.



Student Enrollment

Career: HSSC HIGHER SECONDARY SCHOOL CERT
 Semester: 2103 2021 AUTUMN (SSCHSSC) Request ID: NEW
 Academic Program: 0329 F.A(GEN GP) Status: Pending
 Academic Level: 02 Semester 2

Select	Subject Area	Course Code	Course Title	Credit Hrs
1	AIOU	312	EDUCATION	6.00
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Add Courses

Selected Courses

Subject Area	Course Code	Course Title	Credit Hrs
1	AIOU	312	EDUCATION
2	AIOU	364	URDU-II
3	AIOU	387	COMPULSORY ENGLISH-II


Fee

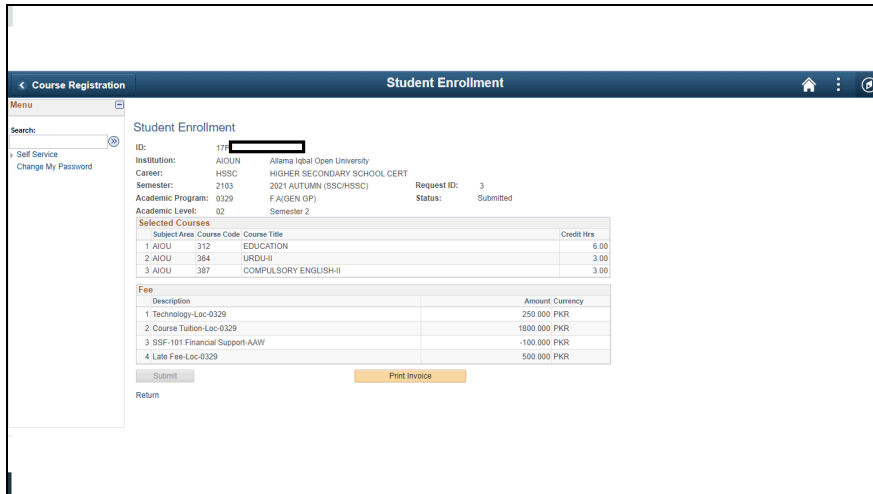
Description	Amount	Currency
1 Technology-Loc-0329	250 000	PKR
2 Course Tuition-Loc-0329	1800 000	PKR
3 SSF-101 Financial Support-AAW	-100 000	PKR
4 Late Fee-Loc-0329	500 000	PKR

Submit

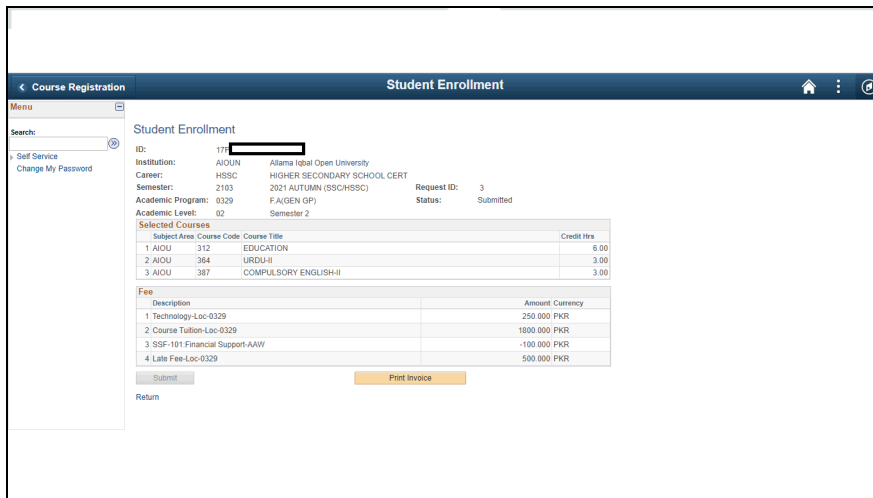
[Return](#) [Save Button](#)

Step	Action
10.	Click the Submit button.





Step	Action
11.	<p>Awarded amount will be subtracted from your fee.</p> <p>Click the Print Invoice button.</p> <p style="text-align: center;">Print Invoice</p>

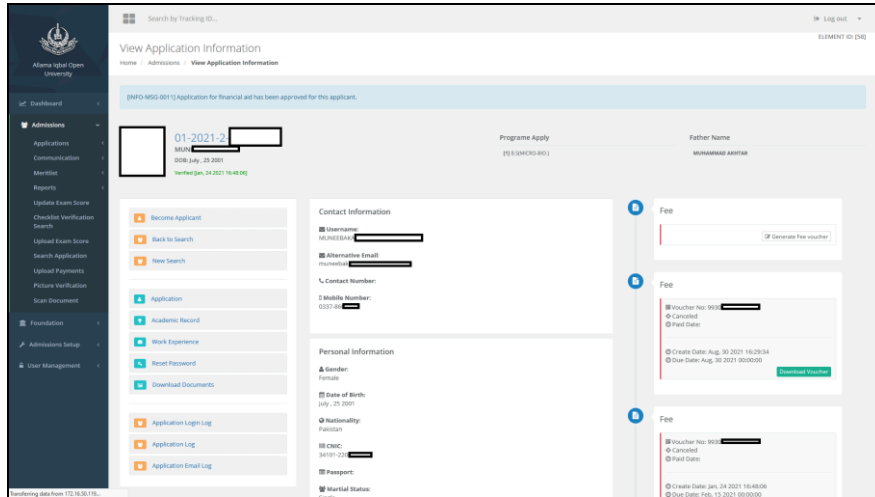


Step	Action
12.	<p>End of Procedure.</p>

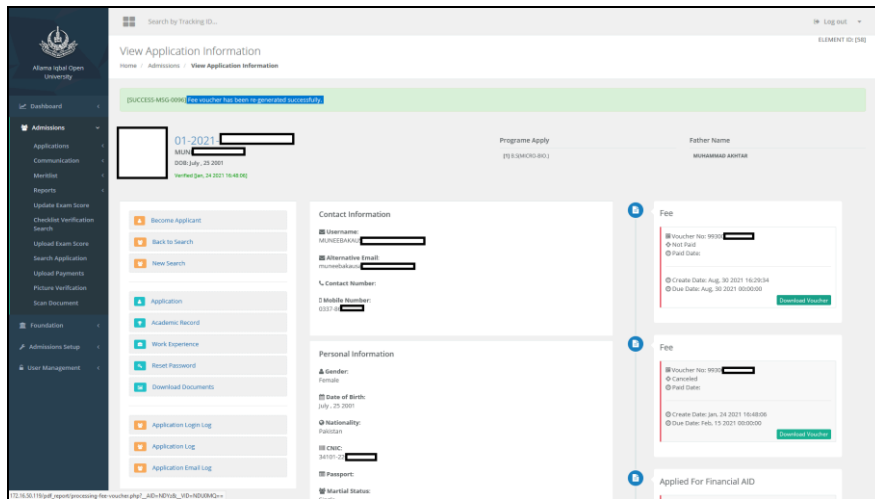
Fresh Students - Invoice Regeneration

Procedure

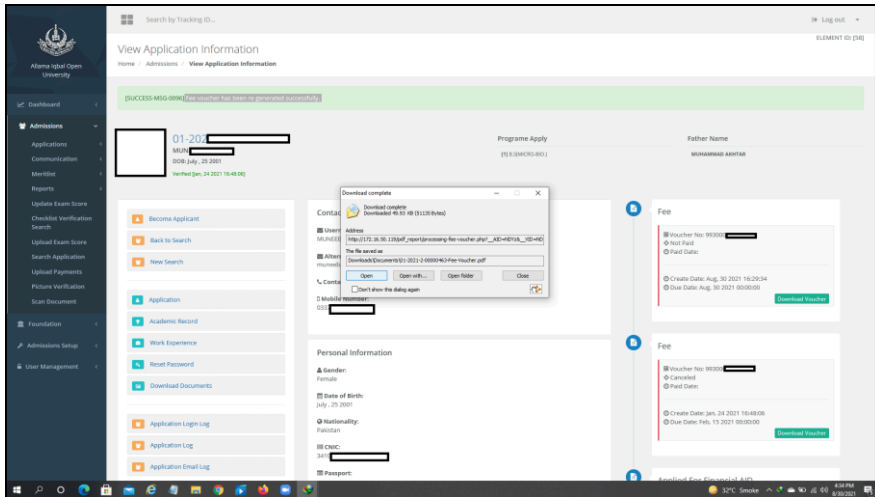
This process will be followed by Fresh Students to Regenerate the Invoice/ Voucher after provisional Financial aid has been awarded.

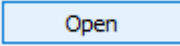


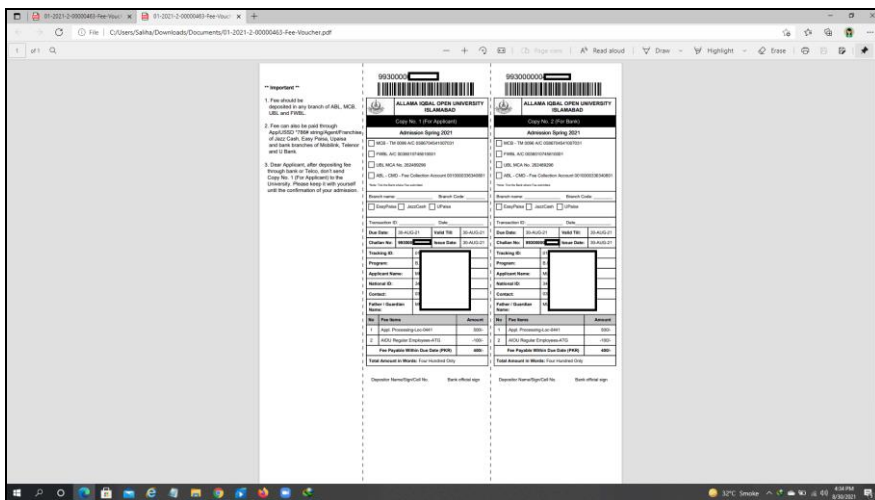
Step	Action
1.	Click the Generate Fee voucher link. Generate Fee voucher



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



Step	Action
3.	Click the Open button. 



Step	Action
4.	End of Procedure.