MEMORANDUM

To	:	**All Students**
From	:	**HoD Academics**
Subject	:	**Course Registration and Tuition Fee (Summer Session 2024)**
Date	:	**Monday, April 22, 2024**

Registration Guidelines for Summer Session 2024:

Undergraduate Programs:

1) Students are allowed to repeat courses, but they should not exceed a maximum of 6 credit hours (2 courses).
2) If a course is offered for remedial purposes, new students can opt for that course.
3) Students should enroll in the courses as per the catalog and in consultation with their program coordinators.
4) Students who dropped a course with a penalty in the Spring of 2024 and received a "W" grade can register for the same course in the Summer session of 2024.

Graduate Programs:

1) Students can only take remedial courses with a maximum of 6 credit hours (2 courses).
2) Students are not allowed to take new courses.
3) Students should enroll in the courses as per the catalog and in consultation with their program coordinators.
4) Students who dropped a course with a penalty in the Spring of 2024 and received a "W" grade can register for the remedial course in the Summer session of 2024.

Summer Session 2024 is commencing on Saturday, June 8, 2024. Students are requested to register (Add/ Drop) their courses through **SELF SERVICE** system available at CMS System i.e. "**IoBM SMARTZ**". Students are required to follow the schedule mentioned below for registration:

Online Registration and Add / Drop
Thursday, May 2, 2024 (from 3:00 PM onwards)
- **All Programs**

Registration will remain open till Saturday, June 15, 2024 11:45 PM

Fee Payment
 - Tuesday, April 23, 2024 to Monday, May 27, 2024

	Registration Fee	Tuition Fee (per Credit Hour)	Tuition Fee (Per Course)	Tuition Fee Full Load	Total Fee (Full Load)
All Bachelor's Programs	3,500.00	7,360.00	22,080.00	44,160.00	47,660.00
All Master's (Regular) Programs	3,500.00	7,935.00	23,805.00	47,610.00	51,110.00
All Master's (Weekend / Evening) Programs	3,500.00	7,935.00	23,805.00	47,610.00	51,110.00
All MS / MPhil Programs	3,500.00	5,348.00	16,044.00		
All PhD Programs	5,000.00	5,808.00	17,424.00		

Commencement of Classes: Saturday, June 8, 2024

LAST DATE TO DROP COURSES WITHOUT PENALTY THROUGH STUDENT SELF SERVICE ONLY TUESDAY, JULY 16, 2024

LAST DATE TO DROP COURSES WITH PENALTY THROUGH STUDENT SELF SERVICE ONLY TUESDAY, JULY 30, 2024*

* 'W' grade will appear in your transcript for Summer session

PAYMENT OF TUITION FEES

To facilitate our students and their parents, we have made arrangements with our Banker, Standard Chartered Bank to pay fees online/Direct deposit as follows:

Online Payments:

ATM	Pay via IBFT

To pay via ATM, follow these steps:
 	
   a. Enter your PIN
   b. Select the **'Fund transfer'** option
   c. Select the **'To another SCB account'**
(if you're using an SCB account)
   d. If using another bank's account,
select **'Inter-bank transfer'** and then SCB
   e. Enter a 16 digits virtual account number as mentioned below
 	
see example below:
55013000000 _ _ _ _ _
         (last five digits of student ID No.)
 	
   f. Enter the fee amount and confirm
	To pay via IBFT, follow these steps:
	
	   a. Log on the online banking account
	   b. Select the **'Fund Transfer'** option
	   c. Select SCB as the beneficiary bank
	   d. Enter your 16 digits virtual account number as mentioned below
	
	see example below:
	55013000000 _ _ _ _ _
	         (last five digits of student ID No.)
	
	Beneficiary name must show as **Institute of Business Management**
	   e. A beneficiary added successfully message should appear
	   f. Transfer the fee amount, click Confirm a **'Transaction Successful'** message should appear on your screen

Cash Deposit:

Please note that candidate will have to use their **VIRTUAL ACCOUNT OF 16 DIGITS** (as mentioned above) as Beneficiary account in the DEPOSIT SLIP at any Branch of Standard Chartered Bank (**ACCOUNT TITLE WOULD BE 'INSTITUE OF BUSINESS MANAGEMENT**) for payment of Fees in cash

IMPORTANT
Please note that our Banker on our advice has opened Virtual Account of all the registered students. However, virtual account of some students may not have been opened as yet and in such case, students are expected to immediately contact our Finance Department.

UPDATE OF STUDENT ACCOUNT ON NEXT WORKING DAY
Please note that we will receive MIS Report from Bank next working day for online/direct deposit of fees and accordingly account of the student will be updated on the next working day. **However, online payment of fees on any Saturday and Sunday will be updated on next working Tuesday or any working day after next Tuesday.**

BALANCE CONFIRMATION

Student should check their balances through student portal at IoBM SMARTZ. Please note that the Finance Department will not entertain any phone calls and emails relating to balance confirmation.

Enrollment Instructions:

1. **Manual Enrollment/Registration cannot be performed; students will enroll / register / add / drop their courses through SELF-SERVICE only on IoBM SMARTZ.**

2. Students cannot enroll in advance course if he/she has not appeared or taken pre-requisite course.
3. If a student completes his/her program earlier than the required duration, HEC may not accept/attest his/her educational documents.
4. All students are advised to complete their degree program in **required duration**. Students who do not meet the **minimum years and semesters criteria**, will be required to re-register in at least one course to complete the duration. Students who do not meet the **maximum year's criteria**, will be required to take **re-admission** to meet the requirement.

5. During online registration, if you face any of the following issue, please contact on given emails:

Issues	Contact Person / Department	CC to
• Students with blocked IDs indicator (below CGPA)	humayun.baig@iobm.edu.pk	
• Pre-Requisite • Course Schedule and Timings	academics@iobm.edu.pk	rabia.sabri@iobm.edu.pk
Fee Installment	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk najam.siddiqui@iobm.edu.pk muhammad.jamal@iobm.edu.pk	aslam.ali@iomb.edu.pk
Insufficient balance	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk muhammad.jamal@iobm.edu.pk najam.siddiqui@iobm.edu.pk	aslam.ali@iomb.edu.pk
Financial Assistance / Scholarship	mhsayeed@iobm.edu.pk	
For **official internship** request	abdul.khaliq@iobm.edu.pk	
Any other issue regarding Registration	asim.yousfi@iobm.edu.pk	
• ID or login problem on IoBM SMARTZ • Any other issue regarding IoBM SMARTZ	cmshelpdesk@iobm.edu.pk	zoheb.ali@iobm.edu.pk zafar.siddique@iobm.edu.pk

NOTE:

1. Please **DO NOT** send emails regarding registration to Vice President, FHE & Chief Advisor, IoBM, Mrs. Sabina Mohsin or to the President, IoBM, Mr. Talib S. Karim.

2. Send email ONLY to the concerned Staff or Department as mentioned above so that **your issues are resolved promptly.**