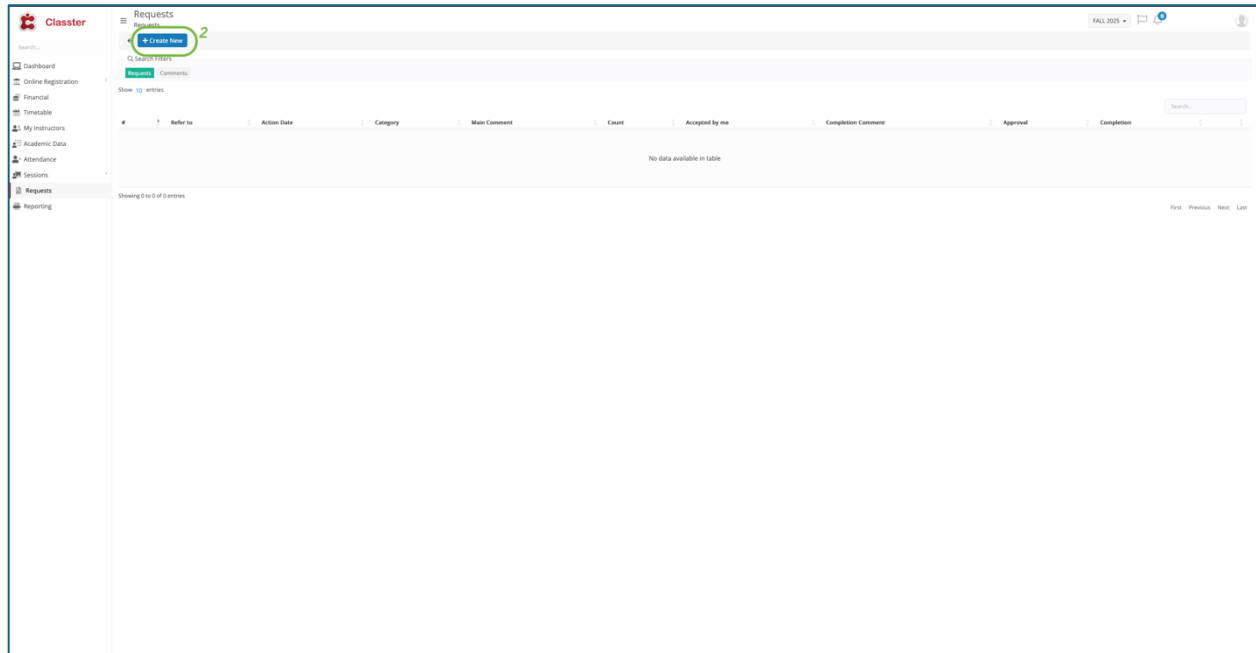


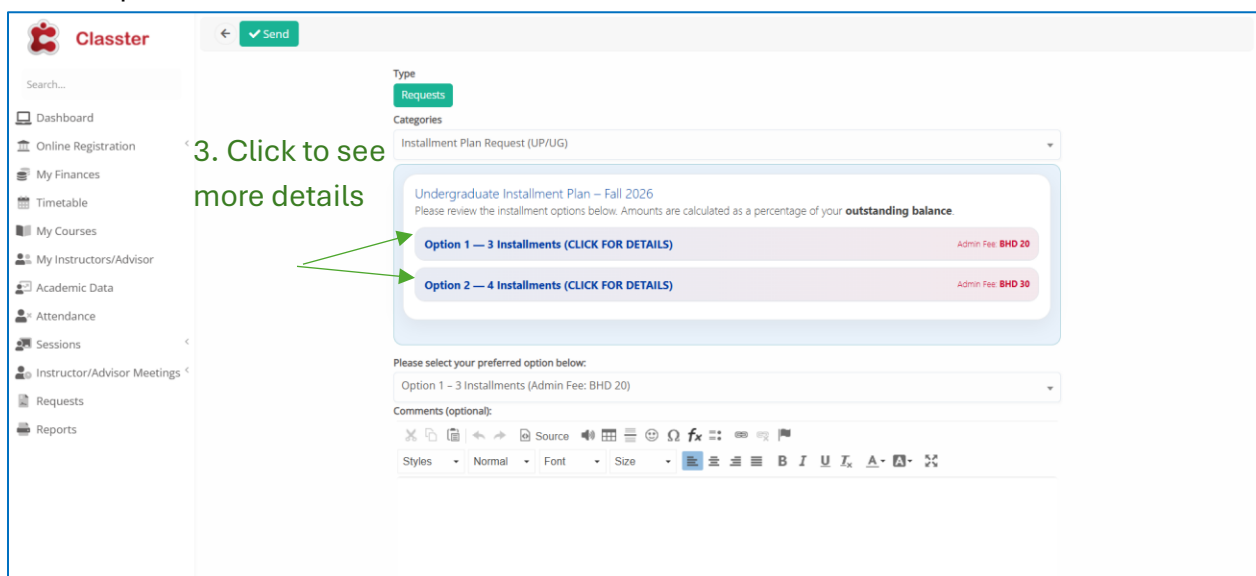
This guide explains how to request installment plan on student portal from the Student Information System ([Classter](#)).

Step 1: In [Classter](#) Student portal, make sure you are on the term you want to apply the installment, after that click on “Requests”

Step 2: Click on Create new



Step 3: You can see the two options available for this term, click on them to see the details of that option



←
Send

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Undergraduate Installment Plan – Fall 2026

Please review the installment options below. Amounts are calculated as a percentage of your **outstanding balance**.

Option 1 — 3 Installments (CLICK FOR DETAILS) Admin Fee: BHD 20

Installment No.	Amount (of outstanding balance)	Deadline
Installment 1	50%	30-Sep-2026
Installment 2	25%	30-Oct-2026
Installment 3	25%	30-Nov-2026

Option 2 — 4 Installments (CLICK FOR DETAILS) Admin Fee: BHD 30

Installment No.	Amount (of outstanding balance)	Deadline
Installment 1	50%	30-Sep-2026
Installment 2	20%	30-Oct-2026
Installment 3	20%	30-Nov-2026
Installment 4	10%	30-Dec-2026

Please select your preferred option below:

Option 1 – 3 Installments (Admin Fee: BHD 20)

Comments (optional):

Step 6: Click on Send

Classter 6

Search...

- Dashboard
- Online Registration
- My Finances
- Timetable
- My Courses
- My Instructors/Advisor
- Academic Data
- Attendance
- Sessions
- Instructor/Advisor Meetings
- Requests
- Reports

+ Send

Type: Requests

Categories: Installation Plan Request (UPI/VUG)

Undergraduate Installation Plan – Fall 2026

Please review the installment options below. Amounts are calculated as a percentage of your **outstanding balance**.

Option 1 — 3 Installments (CLICK FOR DETAILS) Admin Fee: BHD 20

Installment No.	Amount (% of outstanding balance)	Deadline
installment 1	50%	30-Sep-2026
installment 2	20%	30-Oct-2026
installment 3	20%	30-Nov-2026

Option 2 — 4 Installments (CLICK FOR DETAILS) Admin Fee: BHD 30

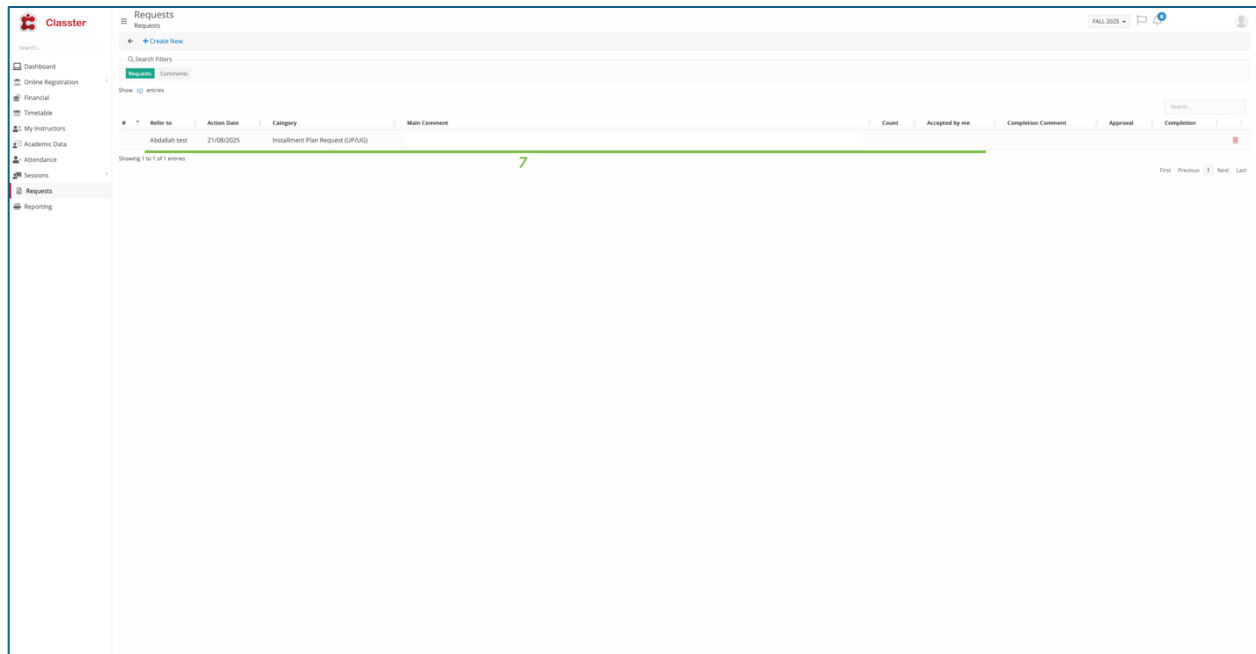
Installment No.	Amount (% of outstanding balance)	Deadline
installment 1	50%	30-Sep-2026
installment 2	20%	30-Oct-2026
installment 3	20%	30-Nov-2026
installment 4	10%	30-Dec-2026

Please select your preferred option below:

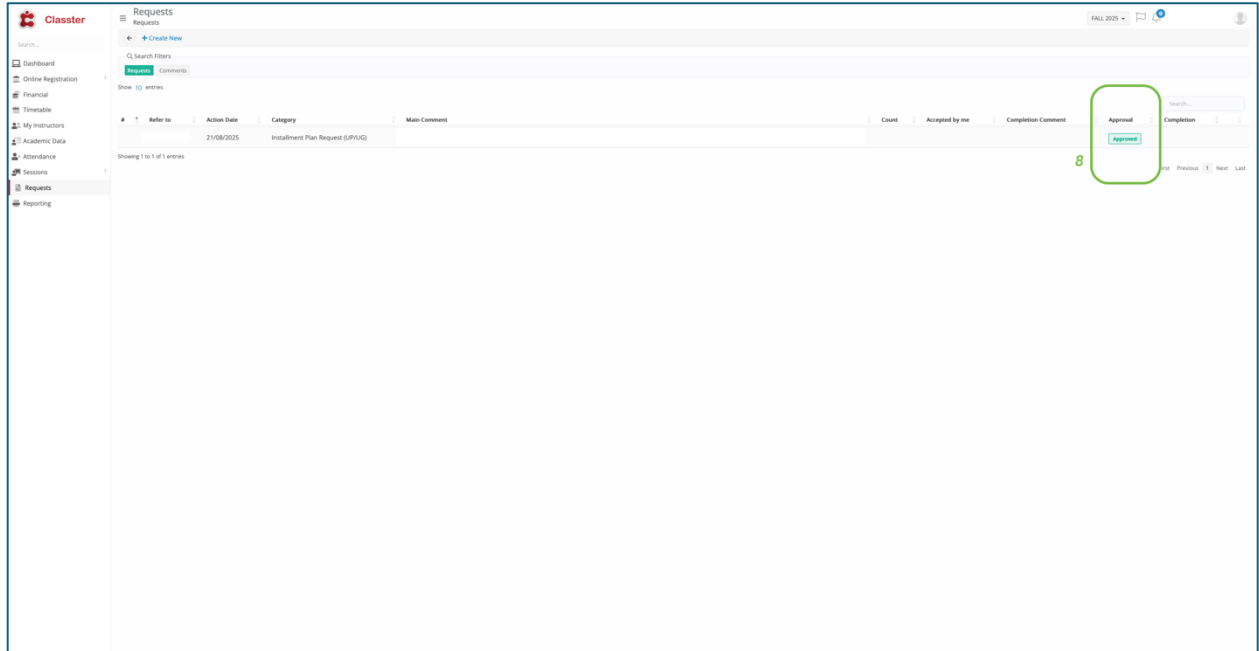
Option 1 – 3 Installments (Admin Fee: BHD 20)

Option 2 – 4 Installments (Admin Fee: BHD 30)

Step 7: After you click send, the portal will go back to the Requests page and your request will show up and its **not editable**, you can create a new one, but you can't change on sent request. The Finance department will receive your request and either approve it or reject it. Please wait and check later the same page



Step 8: As shown below, the request has been Approved by Finance.



The screenshot shows the 'Requests' page in the Classter system. The left sidebar contains navigation links: Dashboard, Online Registration, Financial, Timetable, My Instructors, Academic Data, Attendance, Sessions, Requests (highlighted), and Reporting. The main content area is titled 'Requests' and includes a 'Create New' button, search filters, and a table of requests. The table has columns: #, Refer to, Action Date, Category, Main Comment, Count, Accepted by me, Completion Comment, Approval, and Completion. A single entry is shown with the following details:

#	Refer to	Action Date	Category	Main Comment	Count	Accepted by me	Completion Comment	Approval	Completion
1		21/08/2025	Installment Plan Request (SIP/RQ)					Approved	

The 'Approval' column for the first entry is highlighted with a green box, and a green circle with the number 8 is placed next to it. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and pagination controls.