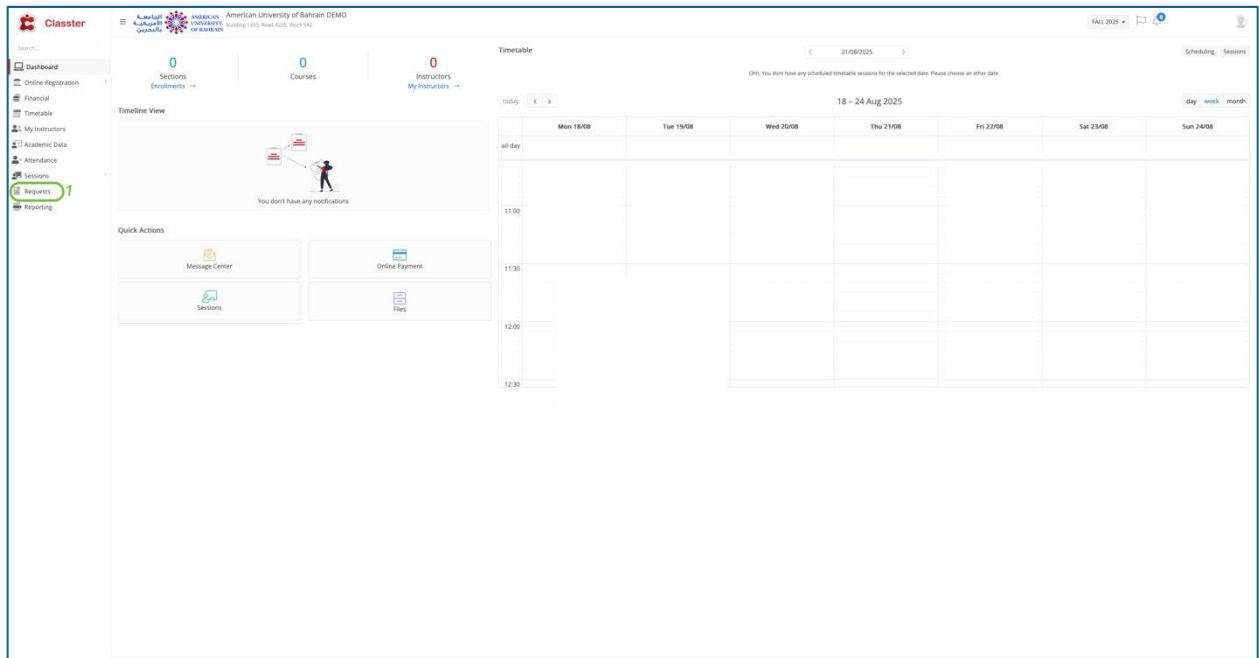


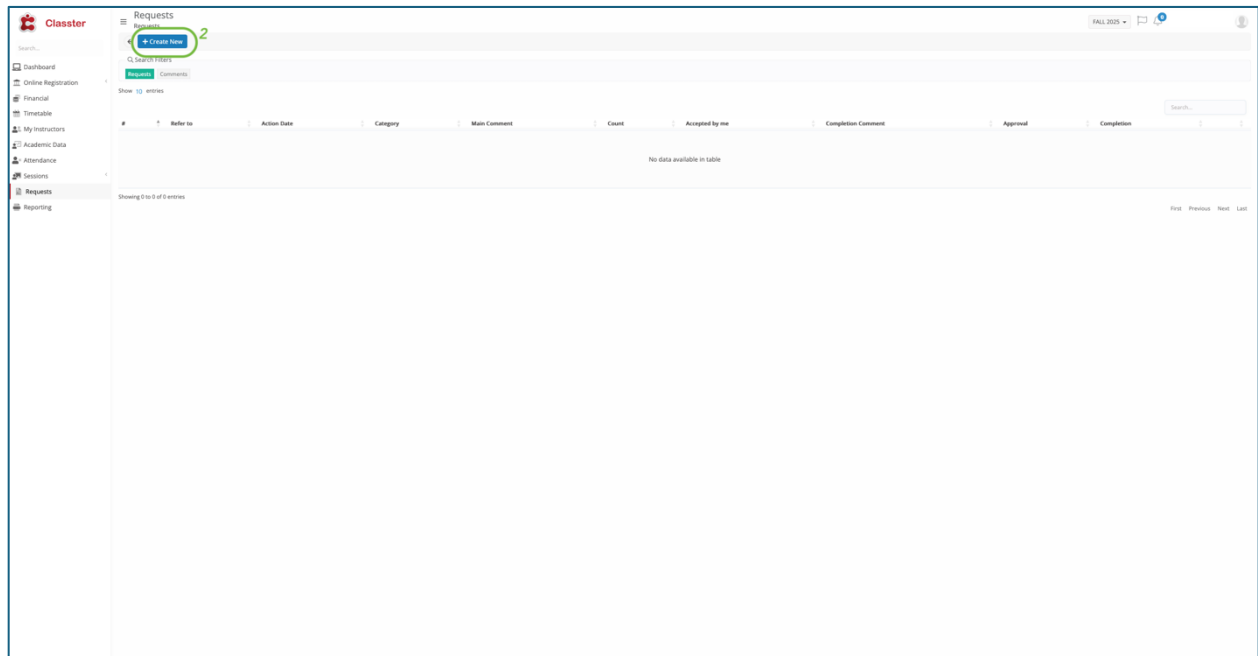
How to request installment plan on student portal:

1) When you log in to student portal, make sure you are on the term you want to apply the installment, after that click on “Requests”

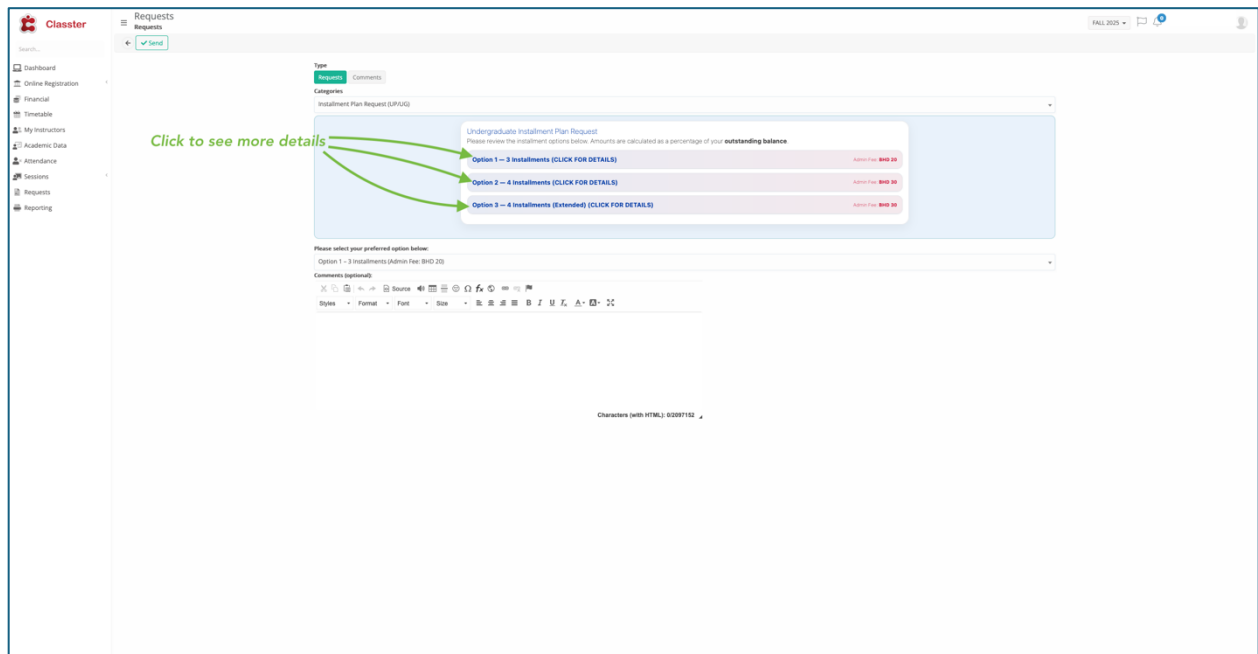


The screenshot displays the student portal interface for the American University of Bahrain. The left sidebar contains a navigation menu with options like Dashboard, Online Registration, Financial, Timetable, My Instructors, Academic Data, Attendance, Sessions, Requests (highlighted with a green circle), and Reporting. The main content area features a 'Timeline View' with a message 'You don't have any notifications' and a 'Quick Actions' section with links to 'Message Center', 'Online Payment', 'Sessions', and 'Fees'. On the right, there is a 'Timetable' section showing a calendar for the week of 18-24 Aug 2025.

2) Click on Create new



You can see the three options available for this term, click on them to see the details of that option



4) If you have a comment or a question, you can add it, and the finance department will check it

Classter Requests

Search...

Dashboard
Online Registration
Financial
Timetable
My Institutions
Academic Data
Attendance
Sessions
Requests
Reporting

Send

Type: Requests Comments

Categories: Installment Plan Request (UPUG)

Undergraduate Installment Plan Request
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	33%	30-Sep-2025
Installment 2	33%	30-Oct-2025
Installment 3	33%	30-Nov-2025

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

Installment No.	Amount (of outstanding balance)	Deadline
Installment 1	25%	30-Sep-2025
Installment 2	25%	30-Oct-2025
Installment 3	25%	30-Nov-2025
Installment 4	25%	30-Dec-2025

Option 3 — 4 Installments (Extended) (CLICK FOR DETAILS) Admin Fee: BHD 30

Installment No.	Amount (of outstanding balance)	Deadline
Installment 1	25%	30-Oct-2025
Installment 2	25%	30-Nov-2025
Installment 3	25%	30-Dec-2025
Installment 4	25%	30-Jan-2026

Please select your preferred option below:

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

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

Option 3 — 4 Installments (Extended, Admin Fee: BHD 30)

Styles: Format Font Size

Characters (with HTML): 639/7152

5) Choose the option you prefer

6) Click on Send

Classter Requests

Search...

Dashboard
Online Registration
Financial
Timetable
My Institutions
Academic Data
Attendance
Sessions
Requests
Reporting

Send

Type: Requests Comments

Categories: Installment Plan Request (UPUG)

Undergraduate Installment Plan Request
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	33%	30-Sep-2025
Installment 2	33%	30-Oct-2025
Installment 3	33%	30-Nov-2025

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

Installment No.	Amount (of outstanding balance)	Deadline
Installment 1	25%	30-Sep-2025
Installment 2	25%	30-Oct-2025
Installment 3	25%	30-Nov-2025
Installment 4	25%	30-Dec-2025

Option 3 — 4 Installments (Extended) (CLICK FOR DETAILS) Admin Fee: BHD 30

Installment No.	Amount (of outstanding balance)	Deadline
Installment 1	25%	30-Oct-2025
Installment 2	25%	30-Nov-2025
Installment 3	25%	30-Dec-2025
Installment 4	25%	30-Jan-2026

Please select your preferred option below:

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

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

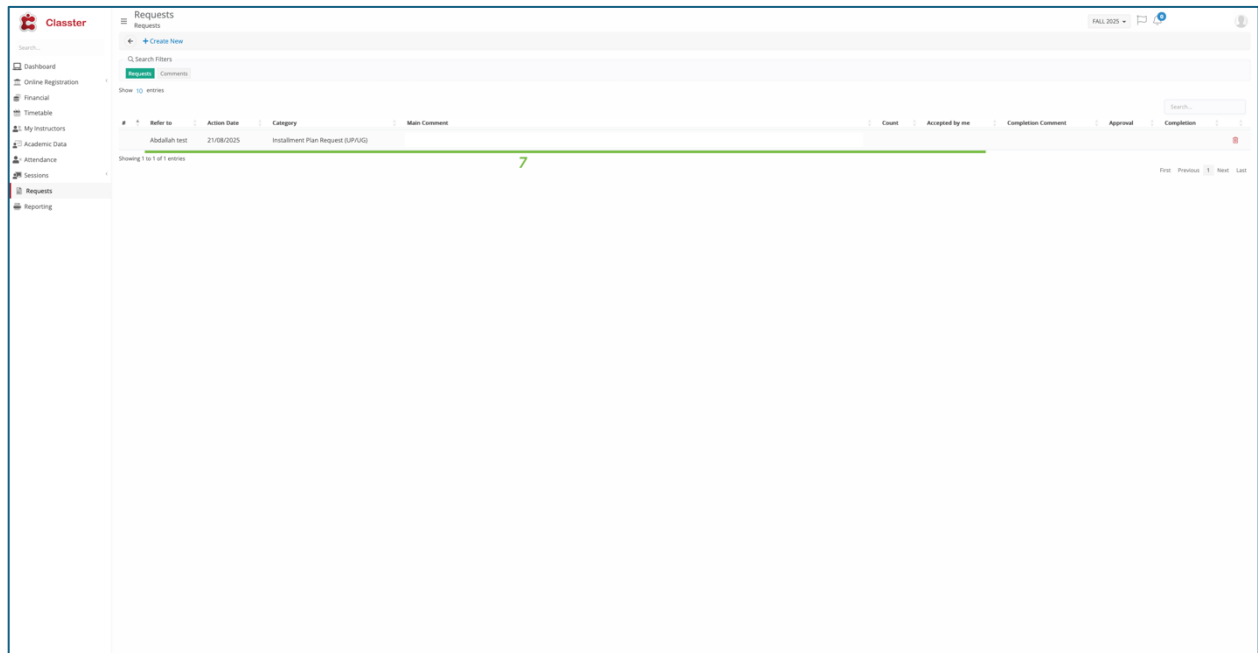
Option 3 — 4 Installments (Extended, Admin Fee: BHD 30)

Styles: Format Font Size

Characters (with HTML): 639/7152

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.

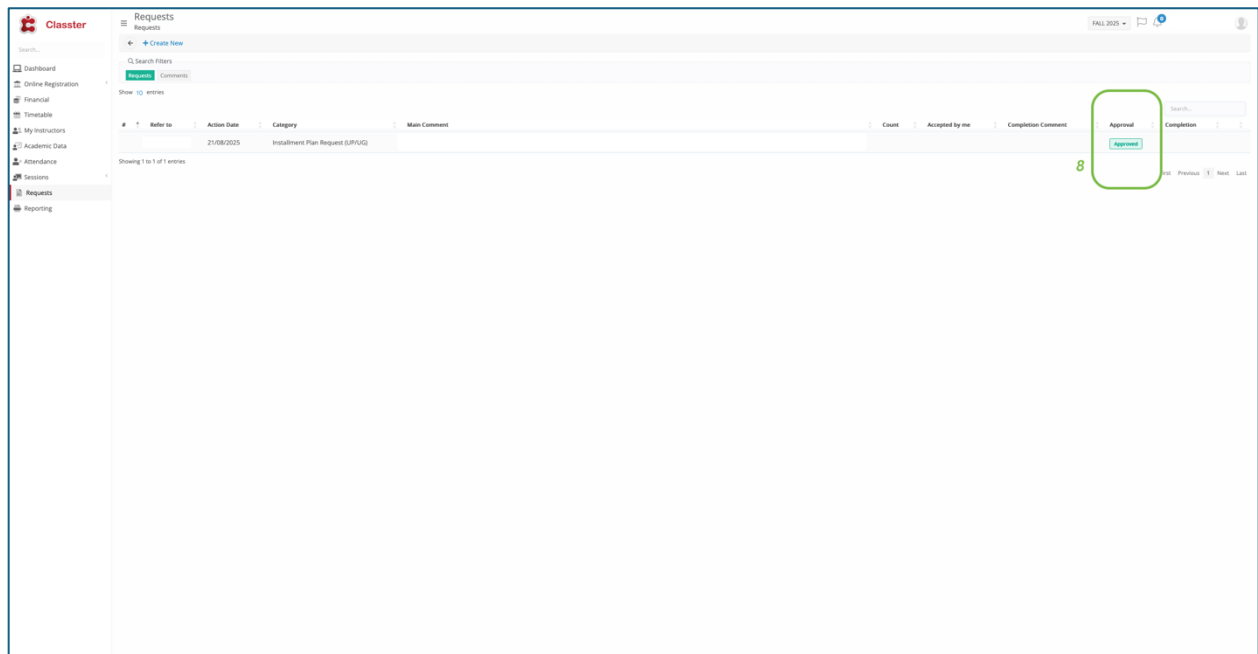
Please wait and check later the same page



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 has a 'Requests' header with a 'Create New' button and a search filter. Below this is a table with columns: #, Refer to, Action Date, Category, Main Comment, Count, Accepted by me, Completion Comment, Approval, and Completion. A single entry is visible with the following data: # 7, Refer to Abdallah test, Action Date 21/08/2025, Category Installment Plan Request (SIP/SG), and Main Comment. The 'Approval' column shows a green bar, indicating the request is approved. The 'Completion' column shows a red bar, indicating it is not completed. The table footer indicates 'Showing 1 to 1 of 1 entries'.

#	Refer to	Action Date	Category	Main Comment	Count	Accepted by me	Completion Comment	Approval	Completion
7	Abdallah test	21/08/2025	Installment Plan Request (SIP/SG)						

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



This screenshot is identical to the one above, but with a green rectangular box highlighting the 'Approved' button in the 'Approval' column of the table. The number '8' is written in green next to the box. The 'Approved' button is a green rectangle with the word 'Approved' in white text.

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