

APPLICATION FOR FINANCIAL ASSISTANCE (2021)

Important Note

- ❖ Submission of an application for financial assistance does not guarantee award of financial assistance.
- ❖ The College expects honesty from students and their parents. Incorrect information or concealment of information will result in **denial of financial assistance**. The College also reserves the right to take strict disciplinary action against such applicants.
- ❖ The financial assistance programme aims to assist students who do not have resources to generate funds to meet their educational expenses. **Serious efforts must be made to raise funds (loans and scholarships) from all other sources before applying to College for assistance.** Applications that do not bear evidence of efforts for raising funds from other sources may be rejected.
- ❖ The College reserves right to verify the information and evidence from the documented source or third party and conduct inquiry.
- ❖ In case applicant got any scholarship, the assistance awarded will be reduced by the same amount of scholarship.
- ❖ The students have the right to apply for a review ONCE if not satisfied with the decision of Financial Assistance Committee. However, the decision of the College to such a review will be final

DOCUMENTATION REQUIRED:

The application MUST be supported by legible photocopies of evidence regarding details stated in this form. At the minimum, following documents for all earning members of the family, including self as applicable should be provided.

- Latest salary slips (of last three months)/certificates/Affidavit in case of business (all earning members)
- Copy of latest Income Tax return and Wealth Tax statements of all earning members (Where applicable)
- Bank statement of all accounts for all members and/or business in the family. (previous 12 months)
- Income and Expenditure details for last 1 year (in case of business)
- Evidence of educational expenses paid for other family members (for last six months)
- Copy of Electricity, Gas and Telephone / Mobile Bills (for last three months)
- Documentary evidence with complete details of all assets / properties owned (house, plot, business, agricultural land/ car(s) etc.)
- Lease/Rental agreement of all Properties taken/given on lease/rent
- Documentary evidence of all Investments held (Saving certificates, fixed deposits, insurance policies, etc.)

- Documentary evidence of loans taken and its updated repayment schedule.

Student Application No. _____

Name of Student: _____

Enrolment Number _____

Date of Birth _____

Gender _____

CNIC Number _____

Citizenship _____

Domicile _____

Permanent Residential Address

_____ **Tel. # (Res)** _____ **Cell**
Phone # _____

Current Mailing Address

_____ **Tel. # (Res)** _____ **Cell**
Phone # _____

E. mail ID _____

Marital Status _____

Name of educational Institutions last attended:

1) **Secondary School** _____

2) **Higher S. School** _____

3) **University** _____

Name and other details (including contact number) of student's Loan / scholarship availed. If any:

a) **Existing**

b) **Percentage**

c) Past

Father / Guardian Name _____

CNIC Number _____

Permanent Residential Address

_____ Tel. # (Res) _____ Cell

Phone # _____

Current Mailing Address

_____ Tel. # (Res) _____ Cell

Phone # _____

E. mail ID _____

Present occupation (Give full details)

Service	Name of Company /Employer	Designation	
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Business	Nature of Business	
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Retired	Date of Retirement	Last drawn Salary	
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Annual Income Gross _____ Net _____

Mother Name _____

CNIC Number _____

Permanent Residential Address

_____ Tel. # (Res) _____ Cell

Phone # _____

Current Mailing Address

_____ Tel. # (Res) _____ Cell
Phone # _____ E. mail ID _____

Present occupation (Give full details) _____

Service	Name of Company /Employer		Designation	
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Business	Nature of Business	
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Retired	Date of Retirement		Last drawn Salary	
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Annual Income Gross _____ Net _____

Other Supporting Members (if applicable)

Name _____

CNIC Number _____

Permanent Residential Address

_____ Tel. # (Res) _____ Cell
Phone # _____

Current Mailing Address

_____ Tel. # (Res) _____ Cell
Phone # _____

E. mail ID _____

Present occupation (Give full details)

Service	Name of Company /Employer		Designation	
---------	---------------------------	--	-------------	--

Business	Nature of Business	
----------	--------------------	--

Retired	Date of Retirement		Last drawn Salary	
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Annual Income Gross _____ Net _____

Bank Account (s) Information (Please provide last one year bank statements of each bank account)

Personal Bank Account(s) [Father]

Bank Name _____

Bank Account No. _____

Closing Balance as of 31-12-2020 _____

Account Type _____

Currency _____

Business Bank Account(s) [Father]

Personal Bank Account(s) [Mother]

Bank Name _____

Bank Account No. _____

Closing Balance as of 31-12-2020 _____

Account Type _____

Currency _____

Business Bank Account(s) [Mother]

Personal Bank Account(s) [Guardian]

Bank Name _____

Bank Account No. _____

Closing Balance as of 31-12-2020 _____

Account Type _____

Currency _____

Business Bank Account(s) [Guardian]

Type of Accommodation (please tic/write in column applicable)

Type of Accommodation	Rented *	Owned **	Provided by Employer **	Number of Rooms	Total Area of Plot (Sq. yards)	Total Covered Area (Sq. yards)
Flat						
Townhouse						
Bungalow						
Other						

*(please provide rent agreement)

** (please provide documentary proof)

Total members residing with the family:

Any other house or flat owned by the family: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

Agricultural land owned by family: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

Other organizations / institutions approached for financial assistance.

(Bank, father's / mother's / guardian's employer etc)

Name of organization	Amount Applied for	Outcome

Details of Liabilities:

a) Amount outstanding

b) Nature

c) Repayment schedule

d) Loan / Debt Maturity date

e) Reason for obtaining Loan/Debt

Details of Assets / Properties

Value of Assets	Father	Mother	Family Members	Self	Other Supporting hands	Total
Business						
Land & Building						
Vehicle(s)						
Saving Accounts & Deposits						
Investments						
Others						
Total						

SUMMARY OF ANNUAL CASH FLOW:

Total Family Income _____

Total Expenses:

House Hold Expenses _____

Educational Expenses _____

Other Expenses _____

Total: _____

Net Surplus / Deficit) _____

In case of net deficit, please explain how do you manage it

Detail of Annual family Income (please provide appropriate evidences)

Annual Salary income of family

Annual agricultural income of family

Any other form of income of assets or otherwise

Total family income

Detail of Annual family expenditures (please provide appropriate evidences)

1. House Hold Expenses:

House Rent

Maintenance of House

Utility Bills:

Electricity

Gas

Water

Telephone (Land line)

Mobile phone(s)

Government Taxes (Property etc)

Transportation

Annual Food / Grocery

Servant

Clothing

Medical Expenses _____

Travel within Pakistan _____ **Overseas** _____

Entertainment: Hotel Expenses _____ **Club Membership** _____

Other Expenses (Please provide details in attachment) _____

Total House Hold Expenses _____

2. Educational Expenses

(Excluding Applicant's expenses at College)

Dependent family Members _____

Name and Relation	Age	Occupation (If working)	Name Institution studying)	of (If	Tuition Fee (p.a.)	Hostel Exps (p.a.)	Books & other Exps

Total Educational Expenses _____

3. Other Expenses

Legal Expenditures _____

Loan Repayment: Other financial institutions (Provide evidence) _____

Donations _____

Payment of Insurance Premium: family/car _____

Total other Expenses _____

Undertaking

1. I understand that submission of this application does not guarantee the award of financial assistance, nor does it absolve me of any financial responsibility in relation to study at College.
2. The information given in this application is complete and true to the best of our knowledge. I understand that concealing information or providing incorrect information will result in denial of financial assistance and may also result in strict disciplinary action.
3. I agree to abide by the decision of the financial assistance committee.

Signature of Applicant: _____ Date: _____

Signature of Parents/Guardian: _____ Date: _____
