



Name of the University: \_\_\_\_\_

Degree Title / Program: \_\_\_\_\_

1. **Applicant's Name:** \_\_\_\_\_ Gender: Male  Female

2. Applicant NADRA 

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NIC No.

3. Marital Status      Single       Married       Divorced

4. Age : \_\_\_\_\_ Domicile \_\_\_\_\_

5. Present Address \_\_\_\_\_

6. Permanent Address: \_\_\_\_\_

7. Are you currently working : Yes       No

8. If answer is Yes to Section No. 8 complete the sections (9-13)

Designation: \_\_\_\_\_ Name of Employer /Company: \_\_\_\_\_

9. Total Monthly Applicant Gross Income in Pak Rs. \_\_\_\_\_

10. Total Monthly Applicant Take Home Income\* in Pak Rs. \_\_\_\_\_

\* Take Home Income: Salary / Pay available after deduction of taxes, provident fund charges etc.

11. Tel (Res.): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

12. Total Family Members currently living with you: \_\_\_\_\_

S #	Name of Family Member (s)	Relationship	Marital Status	Remarks**
1				
2				
3				
4				
5				
6				

13. Details of Family Members Earning (Take extra sheet if required):

S #	Family Member Name	Relationship	Family Member occupation (Specify)	Organization Name	Designation	Monthly Gross Pay/Earning	Remarks	
1								
2								
3								
4								
<b>14</b>	Total Monthly Family Income (add self income, if applicable) Pak Rupees					<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td></tr></table>		



15. Brothers/Sisters/Children/Family Members studying \_\_\_\_\_

S #	Name	Relation with applicant	Name & Address of Institute	Fee per month
1				
2				
3				
4				
5				
6				
<b>15A</b>	Total Fees & Tuition Charges			

**16. Father's Name:** \_\_\_\_\_ Computerized N.I.C. No \_\_\_\_\_

17. Status: Alive  Deceased

18. Professional status: Employed  Retired  Business Owner

19. Name of Company/Employer: \_\_\_\_\_

20. Tel (Off): \_\_\_\_\_ Mobile: \_\_\_\_\_

21. Occupation Type: \_\_\_\_\_ NTN \_\_\_\_\_

22. Designation & Grade ( BPS/ SPS/PTC etc): \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

23. Total Net Monthly Take Home Income (Salary/ Pension/ Others): \_\_\_\_\_

**24. Any Other Supporting Person (Mother/ Guardian/ Brother/ Sister/Family Relative/Guardian):**

25. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

26. Occupation and Designation \_\_\_\_\_

27. Monthly Financial Support Available to Applicant in Pak Rs. \_\_\_\_\_

**28. Asset Income** (on monthly basis)

S #	Income Source	Father	Mother	Spouse	Self	Other	Total
1	Property Rent						
2	Land Lease						
3	Bank Deposits*						
4	Shares / Securities*						
5	Other (Specify)						
<b>28A</b>	Total						



**29. Total Family Monthly Income**

S #	Family Member Name	Relationship	Monthly Income from Assets	Monthly Gross Pay/Earning	Monthly Net (Take home) Pay/Earning
1					
2					
3					
4					
5	Applicant Monthly Gross Pay/Earning				
6	Applicant Monthly Net (Take home) Pay				
<b>29-A</b>	Total Monthly Income in Pak Rupees				
<b>29-B</b>	Total Annual Income in Pak Rupees				

**30.FAMILY EXPENDITURES**

**30A. Accommodation Expenditures**

**Type:** Bungalow  Apartment /Flat  Town House  Village House

**Status:** Rented  Self or Family owned  Employer / Govt Owned

**Rent Payment:** Self  Employer/Govt  Others

House Plot Size in Sq. ft. \_\_\_\_\_ Covered Area in Sq. ft. \_\_\_\_\_

S #	Accommodation Location /Address	Number Of Bed Rooms	Number Of Air conditioners	Accommodation Monthly Rent	Accommodation Annual Rent
		1-2 <input type="checkbox"/>	1-2 <input type="checkbox"/>		
		2-4 <input type="checkbox"/>	2-4 <input type="checkbox"/>		
		4-6 <input type="checkbox"/>	4-6 <input type="checkbox"/>		
		Above 6 <input type="checkbox"/>	Above 6 <input type="checkbox"/>		
<b>30B</b>	Total Accommodation Rental Expenditure				

Any other house/flat owned by the Parents/Guardian (if yes please specify with location and size) \_\_\_\_\_

**31. Utilities Expenditures**

Last Month Utilities Paid			
Telephone	Electricity	Gas	Water

**32. Medical Expenditures:** Average of last six months (Per Month Expenditure)\_\_\_\_\_

**Total Family Expenditures**

S #	Education Expenditure	Accommodation Expenditure	Utilities Expenditure	Medical Expenditure	Misc. Expenditure	Total Monthly Expenditure	Total Annual Expenditure
<b>33</b>							

S #	Description	Amounts in Pak Rupees
(Sec.29A)	Total Monthly Income	
(Sec. 33)	Total Monthly Expenditure	
<b>34</b> (29.A – 33A)	Net Monthly Disposable Income*	

S #	Description	Amounts in Pak Rupees
(Sec.29B)	Total Annual Income	
(Sec. 33)	Total Annual Expenditure	
<b>35</b> (29.B – 33.B)	Net Annual Disposable Income*	

\* If the monthly / Annual Disposable Income is negative, kindly explain the reasons for the gap, and the arrangements through which the differential gap is met by the family

**Assets (with current market value)**

36. Does the family own any Transport? Yes  No

If yes kindly fill the relevant details

S #	Transport Type (Car/ Motor cycle/ Others*)	Make /Model	Engine Capacity (CC)	Registration No.	Ownership Period
1					
2					

\* Others: include tractor, rickshaw, bi-cycle, motorcycle rickshaw, carriage pick, truck etc.



37. Number of Cattle(s) (with kind) \_\_\_\_\_

38. Area and location of Land(s)/Plot(s) owned \_\_\_\_\_

Assets Title	Qty	Size	Location (Address)	Cultivable Area	Agricultural Yield per Acre
Residential					
Commercial					
Agricultural					
Employer/Govt Scheme					

39. Assets worth (Current Market Value in Pak. Rs.)

S #	Assets Title	Father	Mother	Spouse	Self	Guardian	Total
1	House						
2	Business						
3	Land & Building						
4	Bank Balance						
5	Stocks/Prize bond						
6	Others/ Cattle(s)						
<b>40.</b>	<b>Total</b>						

**41. Loan taken for Applicant Education**

\* Family/ Friend Loan

(Specify details of loan taken and relationship with the relative / friend)

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42. Any source of financing other than loan (Please specify) \_\_\_\_\_

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43. How were the admission /first semester charges paid?

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**44. Applicants educational record:**

Level of Study	Name and Location of Institute	Per Month Fee	To- From month/ yr.	Division/ GPA/	%age / CGPA
Bachelors					
Intermediate					
Secondary					



45. Per month fee/ tuition charges of the institution last attended \_\_\_\_\_

46. Have you ever got any other Scholarships: Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes fill the details of scholarships & attach documentary proof of the scholarships)

S #	Name of Institute	Scholarship Name	Total Scholarship Amount	Total Scholarship Period	Class / Level at which Scholarship was granted
1					
2					

Statement of Purpose (Explain your suitability for this scholarship) - attach separate sheet if required

\_\_\_\_\_

**UNDERTAKING**

- The information given in this application are true to the best of my knowledge and I understand that any incorrect information will result in the cancellation of this application. If any information given in this application is found incorrect or false after grant of financial assistance, the institute will stop further assistance and the student will have to refund all payment received and or penalty equal to total scholarship amount.
- HEC reserves the right to use information given in this form for verification and other purposes.

Date: Parents / Guardian Signature \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**For Official use only**

Are the applicant documents in order?  Yes  No

Application Case Review Dates (i) \_\_\_\_\_ (ii) \_\_\_\_\_

Additional Remarks

\_\_\_\_\_ Date

\_\_\_\_\_ Department Name

\_\_\_\_\_ Signature Head of Department / Focal Person

## HEC-NEED BASED SCHOLARSHIP 2015-16

Degree and Department: \_\_\_\_\_

Semester: \_\_\_\_\_

Student Name: \_\_\_\_\_

Father Name: \_\_\_\_\_

Regd. No. \_\_\_\_\_

CNIC.No. \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact No. \_\_\_\_\_

Address: \_\_\_\_\_

Name of Last Institute: \_\_\_\_\_

Per Month Fee of Last Institute: \_\_\_\_\_

Hostel / Day Scholar: \_\_\_\_\_

Marital Status of Candidate: Single / Married: \_\_\_\_\_

Father Status: Alive / Deceased: \_\_\_\_\_

Profession of the Father / Guardian: \_\_\_\_\_

No. of family members who are not working: \_\_\_\_\_

No. of family members studying: \_\_\_\_\_

No. of family members who are not earning: \_\_\_\_\_

No. of earning hand family members: \_\_\_\_\_

Father / Guardian (Salary/Pension/Business/Labourer/Shopkeeper): \_\_\_\_\_

Mother Income per month: \_\_\_\_\_

Income from Land: \_\_\_\_\_

Income from any other sources: \_\_\_\_\_

Total Monthly Income: \_\_\_\_\_

Total Annual Income: \_\_\_\_\_

Average per month Gas Bill (put average of last six months): \_\_\_\_\_

Average per month Electricity Bill (put average of last six months): \_\_\_\_\_

Average per month Water Bill (put average of last six months): \_\_\_\_\_

Average per month Telephone Bill (put average of last six months): \_\_\_\_\_

Total Per Month Utility Bills: \_\_\_\_\_

Per Month Education Expenditures of the family: \_\_\_\_\_

Per Month food/Kitchen Expenditures of the family: \_\_\_\_\_

Per Month Medical Expenditures of the family: \_\_\_\_\_

Other Misc Expenditures: \_\_\_\_\_

Total Monthly Expenditure of the family: \_\_\_\_\_

Total Annual Expenditures of the family: \_\_\_\_\_

Type of the Vehicle (Car/Motorcycle/others): \_\_\_\_\_

Make & Model of the Vehicle: \_\_\_\_\_

Size of House: \_\_\_\_\_

Market Value of the House: \_\_\_\_\_

Mentioned the Size of Land/Plot: \_\_\_\_\_

Market Value of the Land/Plot: \_\_\_\_\_

Accommodation (Own/Rented): \_\_\_\_\_

Type of Accommodation (Rural/Urban): \_\_\_\_\_

Current Bank Balance: \_\_\_\_\_

Other Misc Assets/Cattle's: \_\_\_\_\_



*SPECIMEN (1 pages)*

*Each Page must be executed on stamp paper, Other papers not acceptable, type one side of paper only.  
This Affidavit needs to be submitted after final selection*

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**Deed of agreement  
For Undertaking a Course of Studies  
Under the Scheme “HEC Needs Based Scholarship Program”**

Mr./ Ms. \_\_\_\_\_ son/ daughter of \_\_\_\_\_

Computerized NIC No. \_\_\_\_\_ University Reg. No. \_\_\_\_\_

Dept. of \_\_\_\_\_ studying in the University \_\_\_\_\_

hereby called the Approved Student has been selected by Higher Education Commission for the award of scholarship under HEC Needs Based Scholarship Program in the field of study \_\_\_\_\_ for completion of \_\_\_\_\_ academic program. The approved student has agreed to accept the award of the scholarship on the terms and conditions governing the scholarship award.

Now this deed witnesses as under:

- i) The payment of allowances admissible under the scholarship program shall be made subject to the complete adherence to all rules and regulations governing the scholarship program as well as satisfactory performance in the authorized studies.
- ii) The student shall not change the specified course of studies nor register himself/herself for any other course or program/University/Institute without prior approval of the HEC.
- iii) The student shall not extend the specified period of studies without prior approval of the HEC. **In case of selection at any other scholarship scheme the student will immediately report the same at the university.**
- iv) In case the scholar fails to qualify the course/degree for which he/she was awarded scholarship, the HEC reserves the right to recover all the payment received and or a penalty equal to total scholarship amount from the Scholars/Guarantor/University.
- v) The Parents/ Guardian of the student are unable to financially support his/her education.
- vi) The Scholarship will be terminable in the following cases:
  - a) If the student fails to maintain class attendance of 75%.
  - b) If the student is involved in malicious/undesirable activities.
  - c) If the student fails to obey or act in accordance with HEC’s order directing him/her, he/she will be liable to action under the acts/rules in force in the country.
  - d) If the student is punished because of his involvement in violation of the university rules, damage to institute property, misbehaviour with staff or colleagues or any other disciplinary action.
  - e) **If the information provided by the student is found incorrect at any time during his study period.**
  - g) If the student fails to maintain academic standards of the university

AND THE STUDENT FURTHER COVENANTS, that in case of breach of any of the above terms and conditions as well as the rules / terms and conditions those governing scholarship award and / or his / her failure as directed by the HEC for the specified period, the student shall be bound to obey the orders as prescribed and assessed by the HEC shall be final and conclusive.

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of acceptance thereof.

Date:

Date:

Signature of Student \_\_\_\_\_

Signature of Parent /Guarantor \_\_\_\_\_

Name:

Name:

NIC No.

NIC No.

Signature of Witness No. 1 \_\_\_\_\_

Signature of Witness No. 2 \_\_\_\_\_

Name:

Name:

NIC No.

NIC No.

## **HEC NEEDS BASED SCHOLARSHIP APPLICATION FORM 2015-16**

Scholarship is based on assessment of need and merit as well as availability of funds. Selection will be decided on the basis of information provided in this form and investigations for the authentication of provided information. Candidate may be required to appear for interview (s).

### **PROVIDING FALSE INFORMATION**

**Providing false information may result in one or all of the following:**

- Cancellation of admission.
- Rustication from the university.
- Initiation of criminal proceedings.
- Disqualification for award of any future loan/scholarship.
- Refund of all the payment received and or a penalty equal to total scholarship amount.

### **INSTRUCTIONS FOR FILLING OUT THE SCHOLARSHIP APPLICATION FORM:**

- ✓ Fill in the form using black ball point pen and write in capital letters
- ✓ Read the application form carefully.
- ✓ Make a photocopy of the application form
- ✓ Complete the photocopy form and make sure everything is correct and final
- ✓ Copy all information from photocopied form to the original form
- ✓ Submit duly completed application form to the admission office or focal person
- ✓ Furnish factual, comprehensive and authentic information in the form
- ✓ For family financial reporting parents/guardian may be consulted for guidance
- ✓ Whenever in doubt or lost, seek help from the Focal Person
- ✓ Ensure that you have attached all the required documents by putting a tick mark in checklist
- ✓ Answer all questions. Those not applicable should be marked "N/A"
- ✓ Affidavit Needs to be submitted after final selection of the candidate

### **Application Form Check List**

<b>SN</b>	<b>Description</b>	<b>Tick the relevant</b>
1	Copies of computerized NIC of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
2	Salary Certificate of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
3	Copies of last six (06) month utility bills	
	Electricity	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Telephone	<input type="checkbox"/>
	Water	<input type="checkbox"/>
4	Attested copy of rent agreement (if applicable)	<input type="checkbox"/>
5	Copies of last & latest fee receipts of self and siblings *	<input type="checkbox"/>
6	Copies of Medical bills/ expenditure related documents (if applicable)	<input type="checkbox"/>
7	Copies of pervious scholarship(s) attained (if applicable)	<input type="checkbox"/>
8	Statement of Purpose	<input type="checkbox"/>
<b>*Tick the Section When Completed</b>		
I	Section A: Personal and family information	<input type="checkbox"/>
II	Section B: Cumulative information of Self, Parents & Guardian	<input type="checkbox"/>
III	Section C: Financial arrangements for current year	<input type="checkbox"/>
IV	Section D: Educational Record	<input type="checkbox"/>

**DO's:**

- Send your application by post or submit by hand to the student financial aid office or admission office or focal person.
- Place documents in right order as per above sections (1 to 10)
- Put all amounts in Pak Rs.
- Do consult with parent(s)/guardian(s) for financial data accuracy & reliability
- For the information not present/relevant write in capital letters N/A

**DO NOT:**

- Provide False/vague/ incomplete information.
- Overwrite/ scratch on the form. Send scholarship application form directly to HEC