



F/QSP 02/01/00

Internal Memo

URGENT INFO ONLY
 IMMEDIATE ROUTINE

To:	All First Year Class Advisor (through respective Chairperson)	From:	Controller Students' Affairs
Subject:	Professional Education Foundation 2020 (Interest Free Loan)	Ref:	DSA/1557
		Dated	15-11-19.

The Professional Education Foundation intends to award the above scholarship to the most deserving students of First Year Engineering / Non Engineering on **Need-cum-Merit**. In this connection, you are requested to forward the cases of most deserving students on the attached prescribed scholarship form issued by PEF. However, photocopy of said form is also acceptable. **The required documents as mentioned in the application form must be attached by the applicants.**

Required Attested Documents:


- 1- University Identity Card.
- 2- S.S.C & H.S.C Marks Certificates.
- 3- Current Gross Salary Certificate or slip of the father and other earning member or a certificate from a local Councilor of Imam-e-Masjid.
- 4- Updated B Form / NIC of all dependants of father / guardian.
- 5- University Admission Fee Slip.
- 6- Medical Certificate if the candidate is suffering from any physical disability.
- 7- Death Certificate if parents(s) expired.
- 8- Two Passport Size photographs pertaining name written in block letters at the back.
- 9- One copy of Utility Bill (Either Electricity or Gas)

The application forms along-with the required documents may please be forwarded by the respective Class Advisors and concerned Chairman to the Students' Affairs Department at Engr. Wahab Shaikh Students' Facilities Centre, on / before **29-11-2019** for onward transmission to the sponsoring agency.


The application form and affidavit may be downloaded from Portal (www.pl) or (www.thepef.com).

Please note that an affidavit will be required to be submitted after the provisional approval of the concerned student's application (**The specimen of Interest Free Loan is also hereby attached**).

- N.B.**
1. The respective class advisor may also be requested forward only the most deserving cases completed in all respect. No incomplete and late submission of application will be entertained for above scholarship.
 2. Students admitted under Self-Finance Scheme are not eligible for this scholarship.
 3. The applicants must not getting scholarship / financial assistance from any other source.
 4. The candidate must open the account in the bank from transaction of scholarship amount, if awarded.


Controller Students' Affairs

Encl: As above.


15/11/19
Acl/sr



Professional Education Foundation Scholarship Form

**Two Passport
Sized Pictures
Required
(Do Not
Staple)**

To Be Filled by Student (In BLOCK LETTERS Only)

University Name: _____

Discipline: _____ Duration of Study: _____

Degree Title: _____ Current Year/Semester: _____

Basic Information

Note: In case the student changes their phone number or email, it is mandatory on them to inform PEF.

First Name: _____ Surname: _____

Father's Name: _____ Mother's Name: _____

Gender: _____ Date of Birth: _____

Mobile Number: _____ Email Address: _____

CNIC No: _____

Emergency Contact Name: _____ Emergency Contact Number: _____

Relation to the Emergency Contact: _____

Family Information

Occupation of Father/Guardian: _____

Monthly Income in Rupees (Attach Certificate as well): _____

No of Family Members: _____ No Of Siblings Studying: _____

Additional Information: Orphan or Handicap? Yes/No _____

Contact Information

Present Home/Hostel Address: _____

City: _____ District: _____ Province: _____

Permanent Home Address: _____



Professional Education Foundation Scholarship Form

District: _____ Province: _____

Academic Information

Name of Examination Passed	Name of the Board	School/College Name	Year of Passing	Percentage Marks
University Name	Year of study (current)	Current Semester	GPA	Percentage Marks

Extracurricular activities: _____

Types of Financial Support Approved

Note: Zakat is subjected to availability of funds. The documents will be reviewed and the final decision will be taken by the Student Affairs department.

- Need-Based Financial Support (Zakat)
- Interest-Free Loan from PEF

Please briefly explain the reason of your eligibility for PEF's scholarship:

Government Scholarship

Are you eligible for Government Scholarship: Yes/No _____



Professional Education Foundation Scholarship Form

If Yes, did you apply for scholarship Last year, Yes/No _____

Amount Received: _____ Year: _____ Name of the Govt. Scholarship: _____

Organization's Scholarship

Have you ever received fees from our organization? Yes/No _____ If Yes,

Discipline	Total Amount Received	Semester	Year In Which Amount Was Received

Support receiving/received by your relatives/siblings in past/current from our organization- Yes/No. If Yes,

Name of the Relative	Relation	Amount Received	Year In Which Amount Was Received	Last how many years have they been receiving support

Bank Information

Do you have bank account? Yes / No

Bank name: _____

Branch _____ A/C no: _____

Name as appearing in cheque book (all in capital letter): _____

(Note: If student doesn't have a bank A/C please write down guardian/parent bank A/C details,

Photocopy of first page of cheque book (name, bank a/c no & address details to be attached.)

Professional Education Foundation

Scholarship Form

Document Information

Please note that this form will not be considered unless accompanied by the attested copies of the following documents.

(√ Tick marks the attachments).

No.	Student Check List	Tick (Student)	Office Use
1.	One copy of University I.D. Card.		
2.	Two Passport size photographs		
3.	Attested copy of Matriculation Mark Sheet.		
4.	Attested copy of Matriculation Certificate.		
5.	Attested copy of Intermediate Mark Sheet.		
6.	Attested copy of Intermediate Certificate.		
7.	One CNIC Copy (mandatory) / Birth Certificate.		
8.	Copies of the last two Electricity Bills.		
9.	Copies of the last two Gas Bills.		
10	Death certificate in case the father has passed away is compulsory. Divorce certificate in case the parents are divorced.		
11	Copy of Domicile		
12	Medical Certificate in case of any disability/Certificate from a hospital.		
13	Attach Admission Order of the University.		
14	Copy of bank chequebook – First page (name, bank a/c no. & address details).		
15	Income Certificate.		
16	Fee Structure of your University		
17	University Calendar		
18	According to your selection above fill and attach IFL or Need-Based		



Professional Education Foundation Scholarship Form

Financial Support Zakat Affidavit form.

Please note that the Need-Based Financial Support (Zakat) will be provided only after due diligence of the financial status of the Student/Guardian and is subject to availability of funds at the time of disbursement of fees.

University College Certification

To be filled By the Student's University

We certify and confirm that application of the student and its contents have been verified by the scholarship team headed by Prof. _____ and to the best of our judgment based on interview and relevant documents are correct.

We recommend an amount of _____ for financial support / loan.

Signed,

PRINCIPAL OR VICE CHANCELLOR

SEAL OF UNIVERSITY / INSTITUTION

HEAD OF SCHOLARSHIP TEAM

Important Instructions

1. All the fields in the form are mandatory to be filled. Incomplete forms will not be entertained.
2. Please also note that by applying for financial assistance from PEF, it is implied that PEF reserves the right to use the student for the purpose of fundraising events and/or promotional activities as and when deemed necessary by the foundation.



Professional Education Foundation Scholarship Form

3. Moreover, the student is obliged to share his/her contact details in case of any changes thereof. If PEF is unable to contact the student based on the wrong/changed contact details, the scholarship may be terminated by the Foundation.
4. Please note that an affidavit will be required to be submitted after the provisional approval of your application. The intimation of provisional approval which will be sent to you directly with the text of affidavit giving necessary instructions.
5. Only applications received through College or University will be considered. The amount approved will be transferred directly to the University on behalf of the student's educational expenses.

For IFL Students Only:

Students applying for Interest-Free Loan through PEF will be obliged to pay a minimum of Rs. 500 per month, immediately after receiving the IFL/QH. In case the student fails to fulfil this requirement, the grant of IFL may be limited/terminated, as deemed necessary by PEF.

For all Students:

Students who have benefited from the support of PEF and have successfully graduated from their chosen Universities may also request PEF for assistance in gaining viable employment with various private sector organizations in Pakistan. Such students will need to register themselves with the PEF Alumni database.

Successful PEF alumni students who have secured viable employment post-graduation are encouraged to contribute to the initiatives of PEF in order to support other students sponsored by PEF for achieving their dreams of attaining professional education in Pakistan.

Undertaking by the Student

I have read and understood all of the above information, and agree to comply in whatever way PEF deems fit.

Name: _____

Signature: _____

Date: _____

AFFIDAVIT

IFL

I _____ S/O _____

Resident of _____

having CNIC No _____ do solemnly state that:

1. I am the student of (College/University) _____ and I am finding it difficult to finance my education.
2. I request a loan from Professional Education Foundation (PEF) Karachi of Rs. _____ per year interest free till completion of my present education.
3. I confirm that I will abide by following terms and conditions of Interest Free Loan. A separate affidavit will be given by me for every new academic year.
4. I will start repaying Rs. 500 per month, immediately after I receive the scholarship. I am also aware of the fact that my scholarship will not get renewed for the next year, in case I have failed to pay 12 installments of Rs. 500 for the previous year.
5. I will advise any changes in my address without fail, with my telephone, email and cell number.
6. In case I go abroad for job or for further education I will ensure that monthly installments are regularly paid to Professional Education Foundation (PEF).
7. I will have no objection if professional education foundation in case of breach of this affidavit takes legal or other actions including writing to my employer/ university in Pakistan and abroad or their consulate in Pakistan or use print or other media.
8. Professional Education Foundation (PEF) may consider and may agree to rescheduling installments if informed in advance and agreed.

Signature of the student: _____

Date: _____

Thumb Impression of the student: _____

Notary public: _____

Date: _____

