



ihsan trust

**Qarz e Hasna (Interest Free Loan) Application
Form and Guideline**

**THIS APPLICATION FORM MUST BE FILLED BY THE CANDIDATE
(APPLICANT) HIMSELF / HERSELF**

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HIMSELF / HERSELF**

**NO APPLICATION WILL BE ENTERTAINED WITHOUT THE FOLLOWING
DOCUMENTS**

- 1) Two (02) Recent passport size photographs
- 2) Copy of CNIC
 - Self / B-Form (if CNIC not applicable)
 - Parents / Guardian
 - Spouse
 - Siblings / B-Form (if CNIC not applicable)
- 3) Domicile certificate (Self)
- 4) Admission letter (for new admission)
- 5) Photocopies of all Educational Certificates / Degrees
- 6) Copies of last and latest (unpaid) fee vouchers / receipts of self and Siblings
- 7) Copy of latest unpaid fee vouch / fee ledger
- 8) Updated resume (C.V) self
- 9) Income Certificate / Pay-slip / Pension Book – Slip (if Applicable)
 - Self
 - Parents / Guardian
 - Spouse
 - Siblings
- 10) Income tax return of all family members
- 11) Bank statement of last six (06) months (latest) of all family members having an account
- 12) Photocopies of latest three (03) months paid utilities bills
 - Electricity
 - Gas
 - Telephone
 - Water
- 13) Copy of Rent / Tenancy Agreement (if applicable)
- 14) Death certificate (if / whenever applicable) of parents, siblings & spouse (if any)
- 15) Statement of purpose (SOP)* in life

*SOP means:

- What the applicant wants to do in his/her life
- What ambitions you have, what special you have done in the past
- What peculiar and special qualities and personal attributes you posses which makes you eligible for Ihsan Trust’s Qarz e Hasna (Interest Free Loan) scheme
- What plans you have for your country Pakistan to make it a better place to live

Note:-

Kindly do not mention the financial position and / or requirements at all in the statement of purpose.

Do's:

- **THIS APPLICATION FORM MUST BE FILLED BY THE CANDIDATE (APPLICANT) HIMSELF / HERSELF**
- The applicant must **visit and LIKE** the **Ihsan Trust facebook page** www.facebook.com/ihsantrust and **Ihsan Trust website** www.ihsantrust.org before interview.
- Incomplete Forms or Forms without supporting documents shall not be considered.
- Submit your application form to your university's Focal Person / Financial Aid Officer only.
- Put all documents in right order as per above (1 to 15).
- Do consult with parent(s) / guardian(s) for financial data accuracy & reliability.
- For the information not present/relevant in the application form write in capital letter **N/A**.

Do Not:

- Provide False / unclear / incomplete information.
- Provide expired CNIC of Self, parents / guardian and siblings.
- Send the application form directly to Ihsan Trust.

(Please attach additional sheet if required to mention any additional detail regarding the fields present in the form).

Family member’s details:

S. No	Name of Family Member	Relationship	Age	Marital Status	Cell No	Occupation	Institute / Office
1							
2							
3							
4							
5							
6							
7							
8							

Academic qualifications:

Degree	School / Institute	Grade	Passing Year
Metric / O-Level			
Intermediate / A-Level			
Bachelors			
Masters			
Other Qualification			

Examinations to be taken in your Current Program

S. No	Examination/Level	Month/Year
1		
2		
3		
4		
5		

Which other college/universities did you apply to? Where did you get accepted? Why did you choose to attend this one?

What are your academic plans for the future?

What are your long term personal aspirations?

What are your aspirations for your career?

Financial Appraisal

Who has paid your school or college fee up till now? How much that has been (per annum)?

Father Mother Guardian Other (specify) _____

Have your general financial conditions changed in the recent years? Or are there any reasons to believe that they may change in the days to come?

Are any of the family members beside father/mother/guardian supporting your educational expense at this institute? If yes, then please state the amount contributed and your relationship with that person. Rs. _____.

Per Semester Fee: _____ Outstanding Fee (if any): _____ (provide fee summary)

How you would be able to return the amount to IT enabling it to provide similar facilities to other applicants?

What alternate arrangements have you made or are able to make in case Financial Assistance is not approved?

Please state the tentative requirement of the cost and the contribution desired from IT

S. No	Month / Year	Total Cost	Own Source	Request from Loan
1				
2				
3				
4				
5				
6				

Financial assistance previously received (if any)

Name of organization	Type of assistance	Amount applied for	Amount received

Details of employment prior to admission: (if applicable)

Name of the Organization: _____

Designation: _____ Experience in years: _____

Salary per month during the program (Rs.): _____ Other benefits: _____
(Please attach a salary slip of the last drawn salary)

Status of the job during the program: Working: On leave with pay: On leave without pay: Resigned:

Did you ask the organization to sponsor your educational expense for this program? If yes, outcome amount Rs. _____

If resigned, Date of resignation _____ Commutation received: _____

Description	In the name of	Name of the bank	Balance in hand	Total
Bank Accounts (for all family members)				
Cash in hand				

(Please note that the bank statement should be for full year and should be latest)

Please mention the expenditure of transportation for the family which will include Public transport and private transport (please specify the expenditure)

Have you or any of your family members been overseas in the last two years? If yes, then please specify the amount spent your relationship with that person and sponsoring agency (if any).

Monthly household Ration expenditure (please specify):

Medical expense (please specifies and attaches medical certificates):

Details of Income

Main sources of Income:

S. No	Type	Income sources (Rs.)	Father	Mother	Spouse	Self	Other	Total
1	Salary Income	Salary						
2		Allowances						
3		Annual Bonus						
4		Leave encashment						
5		Assistance for travel						
6		Other (Please specify)						
7		Total Gross Salary						
Less deductions								
8	Salary deductions	Income tax						
9		Provident fund						
10		Loan(s)						
11		Other (please specify)						
12		Total deductions						
		Net Salary						
13		Pension						
14	Business Income/Agriculture Income	Annual Income						
15		Less annual expense						
16		Agriculture Income						
17		Total business Income						
18	Other Income	Bank deposit						
19		From house property						
20		From business property						
21		Shares/securities						
22		Others (specify)						
			Total (Rs.)					

Details of expenditure

Family members studying:

Name	Relationship	Name of institution (if studying)	Fee per month (Rs.)	Private Tuitions fee	Boarding and lodging	Stationary expenditure

House Detail: Owned Rental

Please mention details of your rental expenditure (if any)

Size of the house (yards)	Monthly rent (Rs.)	Deposit/Advance (Rs.)	Yearly expenditure

Utility Expenditure (Rs.)

Last 3 months					
Month	Telephone	Electricity	Gas	Water	Total

Other expenditure (if any):

Legal expenditure	Loan Repayment (please specify)	Donation	Payment of Insurance premium (please mention the thing insured)

Total family expenditure – Monthly (Rs.)

(a)Total Education Expenditure	(b)Total rental expenditure	(C)Total transportation expenditure	(d)Ration Expenditure	(e)Medical Expenditure (if any)	(f)Total Utilities Expenditure (average of 3 months)	(g)Total other expenditure

Total family expenditure (monthly): _____

Description	Amount (Rs.)	Description	Amount (Rs.)
Total monthly income		Total yearly income	
Total monthly expenditure		Total yearly expenditure	
Net monthly disposable income		Net annual disposable income	

If the net annual disposable income is in negative then please state the source you use to meet your needs.

Details of Asset / Property (please mention the current market value in Rs.)

House Hold Items

Description	Yes/No	Quantity	Current Value (Rs.)	Registration No.
Air Condition				
Car				
Motor Cycle				
Television				
Computer/Laptop				

Total value of property owned (Rs.):

Value of asset	Father	Mother	Spouse	Self	Brother/Sister/children	Total
Business						
Land and building						
Vehicles						
Saving a/c and deposits						
Shares/securities						
Others						
Total						

Instructions

Kindly read the points below and reproduce it on the next page attached in your own hand writing (Extra sheet can be attached if needed).

UNDERTAKING

- a) We understand that the approval of the above facility will be evaluated by the IT on “Need-cum-Merit” basis, and on the availability of the resources. Decision of the IT will be final.
- b) We undertake that the applicant will try his level best, never to work for any organization which is involved in spreading/promoting Interest/Usury and will always strive to promote Islamic Banking and Finance.
- c) We believe in the unity and oneness of Almighty Allah, in the absolute and unqualified finality of the Prophet hood of Muhammad (peace be upon him), the last of the prophets, and do not believe in, or recognize as a prophet or religious reformer, any person who claimed or claims to be a prophet, in any sense of the word or of any description whatsoever, after Muhammad (Peace be upon him).
- d) The information given in this application is complete and true to the best of our knowledge and we understand that any incorrect information will result in the cancellation of this application. Further, if any information given in this application is found incorrect or false after grant of financial assistance, IT will stop further aid.
- e) If the student is awarded any other financial aid (scholarship) during the tenure of Interest free Loan, we will immediately inform IT about it.
- f) We will always choose Islamic Banking and Finance over conventional banking and will not support any sort of interest-based transactions.
- g) We will never knowingly and willingly get involved in any sort of exploitation, cheating, gambling, fraud or any other unethical behavior whatsoever, classified as such by societal or Islamic standards, whether in our personal life or professional life.
- h) We will strive to work towards the betterment of the society, our beloved country Pakistan and of the Muslim Ummah as a whole to the best of our ability.
- i) We will uphold moral and ethical values and follow the code of conduct in the university, workplace, and at home, according to societal and Islamic standards.
- j) We will be fair, honest, and kind in dealings with peers including, but not limited to, family, relatives, friends, neighbors, colleagues, and people working us.



