

University of Home Economics Lahore

Application Form for Financial Aid

Dairy No. _____

Date Received _____

Information about the Applicant: Student			
Name		CNIC#/B-Form#	
Admission Form# Roll#(if issued)	Program	Department	Session
Postal Address			
Email address	Cell number	Marital Status:	
Religion: Islam: Yes <input type="checkbox"/> No <input type="checkbox"/> If no then specify _____			
Information about Father/Guardian: <input type="checkbox"/> Father <input type="checkbox"/> Guardian			
* Note. (If father is not alive, attach attested copy of death certificate from local council)			
Name		CNIC#	
Postal Address			
Contact number		Email address	
Profession/Designation	Employment Status: <input type="checkbox"/> Working <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Unemployed		
Name of Company/Employer	Address of Company/Employer:		
Contact No. of Company/Employer:			
Total Monthly income from all sources:			
Details of Residence (i) Own (Size: _____) (ii) Rented (Rent per month: _____) (Size: _____)			
Other property details: (i) Land _____ (ii) Shop _____ (iii) Plot _____			
(iv) Any other : _____			
Vehicle Type (Car/Motor cycle/ others*)		Make/Model	

Family Income Details: If the applicant, her guardian, her mother, or any other family members residing with her, including siblings, are employed, please provide details regarding their income/pension/salary etc.

S #	Family Member Name	Relationship	Family Member occupation	Organization Name	Designation	Monthly Pay/Earning	Remarks
1							
2							
3							
4							
a. Total Monthly Family Income (add self income, if applicable) Pak Rupees							
b. Total Annual Family Income (add self income, if applicable) Pak Rupees							

* Note. Attach income certificate duly signed by the competent authority as defined in the criteria.

Asset Income (on monthly basis) where applicable

S #	Income Source	Father/Guardian	Mother	Spouse	Self	Siblings	Total
1	Property Rent						
2	Land Lease/Plot						
3	Other (Specify)						
4	Other (Specify)						
5	Other (Specify)						
Total							

Academic Record

Examination	Years/Session	Marks/ CGPA	Division	Institute from which passed
Matriculation				
F.A / F.Sc.				
B.A / B.Sc. (Hons)				
Result of Previous Semester				

*Note. Copies of the academic documents must be attached.

- Has the applicant received any other scholarship or aid in the past? (YES NO) Specify (if yes) _____
- Is the applicant receiving any other scholarship or aid (YES NO) Specify (if yes) _____
- State the source and amount of scholarship. _____
- Since when have you been receiving scholarship?
Give dates **From** _____ day/ _____ month / _____ year **To** _____ day/ _____ month/ _____ year
- Has the applicant ever failed in a class/ subject during the previous academic session?

(Not Applicable to new entrants)

Particulars of Brothers & Sisters

Sr #	Name	Relation with applicant	Name & Address of Institute	Institute Type (Public/Private)	Tuition Fee per month (A)	Type Percentage/ amount of scholarship (if applicable) (B)	Tuition fee payable per month (C) (A-B)=C	Misc Educational Expenses (D)	Total Educational Expenses (C+D)
1									
2									
3									
4									
Total Fees & Tuition Charges									

* Note. Attach fee slips

Utilities Expenditures

Last Month Utilities Paid				
Electricity	Gas	Water	Telephone	Total

Average of Last Six Months (Per Month Utilities Charges)				
Electricity	Gas	Water	Telephone	Total

Total Family Expenditures

Sr #	Education Expenditure	Accommodation Expenditure	Utilities Expenditure	Food Expenditure	Medical Expenditure	Misc. Expenditure	Self Expenditure	Total Expenditure	
								Monthly	Annual
1									

Applicant's Expenditure (per month):

Tuition Fee _____
 I am availing hostel facility at UHE Yes No
 Hostel dues _____ (if living in hostel)
 Food _____
 Travelling/ Miscellaneous Expenditures _____
 Medical Expenditures (if any) _____

TOTAL Rs/ Month	
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Reason for Applying for Scholarship/ Fee Concession/ Financial Aid

UNDERTAKING

I, hereby solemnly declare that information given in this application is true to the best of my knowledge and I understand that failure to provide incorrect information will result in the cancellation of this application. University reserves the right to pursue disciplinary and/or legal action and I will be obligated to pay fine/refund of amount, or both as decided by the University Management, in cases of inaccurate statement(s) or forged documents.

By signing below, I confirm that I have read, understood and accepted the terms laid out, and that all the information submitted with this application is true to the best of my knowledge.

Applicant Signature ((with CNIC/B-Form)	Father/Guardian signature (with CNIC)
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Application Form Check List

Please submit necessary documentation to support the information you have provided in this application. Ensure that you have included the following documents:

Description	Tick the relevant
1 Copies of computerized CNIC/B-Form of: (Attach attested copy of death certificate from local council, in case of orphan students)	
Applicant	<input type="checkbox"/>
Father	<input type="checkbox"/>
Mother	<input type="checkbox"/>
Guardian	<input type="checkbox"/>
2 Salary/Income/Pension Certificate of: (Verified by the employer/head of institution or dept/ Ilaqa Tehsildar (for agricultural income)/ Union council (for Laborer)	
Father	<input type="checkbox"/>
Mother	<input type="checkbox"/>
Siblings *(if earning)	<input type="checkbox"/>
Guardian	<input type="checkbox"/>
3 Copies of previous month utility bills:	
Electricity	<input type="checkbox"/>
Gas	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Water	<input type="checkbox"/>
4 Copy of rent agreement (if applicable). Attach Pictures of house	<input type="checkbox"/>
5 Copy of house document (in case of owned house) Attach Pictures of house	<input type="checkbox"/>
6 Copies of last fee slips of siblings and self (including applicant)	<input type="checkbox"/>
7 Copies of all academic documents	<input type="checkbox"/>
8 Copy of transcript (of previous semesters)	<input type="checkbox"/>
9 Copies of pervious scholarship(s) attained (if applicable)	<input type="checkbox"/>
10 Statement of Purpose / justification for scholarship	<input type="checkbox"/>
11 Disability Certificate (for disabled students)	<input type="checkbox"/>

Certificate of Recommendation

(From the Dean/Principal/In-charge/Head of Department)

(In case of sudden hardship cases)

- I _____, hereby certify that to the best of my knowledge and belief, the statement of facts (**Supported by documents**) given in the application by _____ is correct. (Name of the applicant)
- Her financial circumstances are such that she deserves to receive Financial Aid from UHE, Lahore.
- Reason for Recommending: _____
- Has the applicant ever failed in a class/ subject during the previous academic session or gotten "I" Grade? _____
- What is the student's current CGPA: _____
- What is the student's Attendance Percentage: _____

(Signature with seal)

Name _____

(In-charge/Head of the Department)

Dated: _____

(For office use only)

Recommendation of Financial Aid Committee

Half Tuition Fee Concession Full Tuition Fee Concession Not Recommended

Comments/observations of the Committee (if any)

Secretary Financial Aid Committee _____

Committee Members : 1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____ 7. _____

Terms and Conditions

- Students must score CGPA of equal to or more than 2.75 or 60% or above marks (if annual system) and attendance of 70 % or above for the award of Scholarship.
- Students regular in a semester will qualify for the award of Scholarship.
- No scholarship shall be awarded if there is an 'I' Grade in preceding semester.
- Students having disciplinary punishment and/or short of attendance during the semester will be disqualified for the award of Scholarship.
- The financial aid shall be terminated if the student freezes/withdraws/discontinues studies, or is convicted in any unfair means / disciplinary cases.
- In case of semester freeze, scholarship would only be awarded after re-joining of the student.
- It shall be, limited to tuition fee only.
- A student will be able to receive only one scholarship at a time.