

THE AGA KHAN UNIVERSITY PAKISTAN
APPLICATION FOR FINANCIAL ASSISTANCE
ON BOARD STUDENTS – FOR THE ACADEMIC YEAR 2016-17

IMPORTANT NOTES:

- ❖ All the particulars are to be filled in Block Letters. Use extra sheets for any additional information
- ❖ Last date for submission of completed application is **May 13, 2016**. Our committee meetings and decision process is time bound and therefore incomplete and / or late applications are not considered for financial assistance.
- ❖ Submission of an application for financial assistance does not guarantee award of Financial Assistance.
- ❖ The University reserves the right to verify the information and evidences provided by student. Incorrect information or concealment of any fact may result in rejection of financial assistance for that particular academic year.
- ❖ The financial assistance programme aims to assist students who do not have resources to generate funds to meet their educational expenses. Accordingly it is expected that students demonstrate a genuine need after exploring all other possible avenues of aid. Applications that do not bear evidence of efforts for raising funds from other sources may not be considered for FA by the committee.
- ❖ If a student got support from any other institution or family member after getting financial assistance from AKU than, the assistance awarded will be reduced by same amount of support in the proportion of loan and grant in aid.
- ❖ Any critical information which is not covered in the form but seems necessary for FA can be enclosed in writing as a separate sheet with evidence (if applicable) and submitted with the FA form.
- ❖ Student has a right to appeal for a revision by clarifying his/her position in writing. The appeal for a review of the financial assistance application can only be submitted once. The decision of the Committee to such a review application will be final.

DOCUMENTATION REQUIRED:

The application **MUST** be accompanied with documents listed below. This will help us to verify your family's income, expenses, assets and liabilities

- For Salaried persons latest salary slips (of last three months) or salary certificate issued by employer.
- Income certificate from relevant authority in case of Business / Private Practice / Agriculture land will be accepted.
- In case of business, Income and Expenditure details of previous year.
- Copy of latest Income Tax return and Wealth Tax statements of all earning members (Where applicable).
- Latest Bank statements of previous 12 months of all personal and business accounts maintained by all family members.
- Evidence of educational expenses paid by the family for last six months.
- Evidence of scholarship or assistance received by siblings to complete their education.
- Copy of Electricity, Gas and Telephone / Mobile Bills (for last three months)

Following documents need to be submitted in case of any change occur after the submission of last year FA form.

- Documents of newly acquired / sale of assets (House, plot, business, agricultural land/ car(s) etc.).
- Copy of new investment made / dispose in Saving certificates, fixed deposits, insurance policies, etc.
- Copy of lease / rental agreement if any change in lease / rental agreements of properties taken / given on lease / rent.
- Documentary evidence of fresh loan taken with its updated repayment schedule.

Applicant's Information

Registration No. Academic Program

Name of Applicant _____

Fee Status National Foreign 1USD = _____ (local currency)

Status of Study Full Time Part Time

Date of Birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

 Marital Status _____

Residential Address _____

Recent colored
Photograph

Email Address _____ Mobile No. _____

Are you staying in University's Hostel Yes No

Give details of Summer Electives: *(If Applicable)*

Place of Elective(s) _____ Amount Spent PKR /USD _____

How was the Elective financed? _____
(Please provide documentary evidence in case of paid overseas elective)

Family Information

Guardian's Name : _____ Relationship with Applicant _____

Guardian's Occupation (Please tick and fill the appropriate columns)

| | | | | | |
|--|----------|---|-------------------------|--|--|
| | Service | Name of Organization | | | |
| | | Designation | Duration of service | | |
| | Business | Nature of Business | Duration of Business | | |
| | Retired | Date of Retirement | Organization | | |
| | | Position | Last drawn Gross Salary | | |
| | | Commutation received at time of Retirement (in case of salaried person) | | | |

Business / Service address of Father / Guardian _____

Tel: _____

Email Address _____ Mobile No. _____

Family Information (contd.)

Total members residing with the family : _____

Particulars of all immediate family members residing with the family (use extra sheet if required)

| Name | Age | Relationship with Student | Marital Status | Occupation | Designation / Nature of Business | Institution / Organization |
|------|-----|---------------------------|----------------|------------|----------------------------------|----------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |

Have you or any member of the family been overseas in the last 2 years? Yes No

If yes: Who travelled? _____ Purpose of travel _____ When? _____

Duration of stay _____ Places visited _____ Amount spent PKR / USD _____

How was the cost financed?

Family resources: _____ Sponsored by employer: _____ Others (please specify) _____

(If support is from more than one source, specify % from each source)

Residential Accommodation

Type of Residential Accommodation

Flat Townhouse Bungalow Other (please specify) _____

Status of Residence

Owned Rented Other (please specify) _____

For Owned Residential House

Size of Plot _____ Covered Area _____ No. of Rooms _____ CMV * _____

Year & Cost of Purchase _____ Installments outstanding (if any) _____

* CMV = Current Market Value

Family's Liabilities

Loan Taken

Please provide details of loan taken from financial institutions / family/ friends excluding loan granted by AKU

| Name of Bank / Institution | Purpose | Date of loan availed | Principal Amount PKR / USD | Rate of Interest | Annual Repayment PKR / USD | Outstanding Balance PKR / USD |
|----------------------------|---------|----------------------|-------------------------------|------------------|-------------------------------|----------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Family's Assets

Please give details and provide evidences of the following:

House Property (other than residential house)

a. Size of Plot _____ Covered Area _____ Location _____ CMV * _____
 b. Size of Plot _____ Covered Area _____ Location _____ CMV * _____
 c. Size of Plot _____ Covered Area _____ Location _____ CMV * _____

Business Property (please specify)

Office

Shop

Other

a. Size of Plot _____ Covered Area _____ Location _____ CMV * _____
 b. Size of Plot _____ Covered Area _____ Location _____ CMV * _____
 c. Size of Plot _____ Covered Area _____ Location _____ CMV * _____

Plots

a. Date of Purchase _____ Location : _____ Commercial / Residential
 Installments Outstanding (if any) _____ Size of Plot _____ CMV * _____
 b. Date of Purchase _____ Location : _____ Commercial / Residential
 Installments Outstanding (if any) _____ Size of Plot _____ CMV * _____

Agricultural Land

Area (in Acres) _____ Location _____ CMV * _____
 Production (name and frequency of crops) _____

Other Assets / Investments

a. Saving Certificates _____ PKR / USD _____
 b. Stocks / Shares _____ PKR / USD _____
 c. Prize Bonds _____ PKR / USD _____
 d. Other assets / investments _____ PKR / USD _____

* CMV = Current Market Value

Details of Bank and Cash Balances (please give details of all accounts and submit latest bank statements for all members and/or business in the family of last twelve months) – (use extra sheet if required)

| Bank Balances | | | |
|---|--------------|----------|---------|
| Title of Account | Name of Bank | Currency | Balance |
| | | | |
| | | | |
| | | | |
| | | | |
| Sub Total Bank Balance - Currency (specify) | | | |
| Cash in Hand – Currency (specify) | | | |
| Total Bank and Cash Balance – Currency (specify) | | | |

Family's Assets (Contd.)

Please give details of the following household items that exist in your house:

| | Make and Model | Yes / No | How many | Current Market Value (PKR / USD) |
|-------|-------------------|----------|----------|----------------------------------|
| i). | Car | | | |
| ii). | Motorcycle | | | |
| iii). | Air Conditioner | | | |
| iv). | Computer / Laptop | | | |

Annual Family Income

Details Of Annual Family Income (Please indicate income of all family members):
(Foreign students are requested to state income and expenses in USD)

| Relationship with Applicant | | | |
|--|--|--|--|
| | | | |
| a. <u>Income from Salary</u> | | | |
| Annual Take Home Salary | | | |
| Add: Annual Bonus | | | |
| Leave Encashment | | | |
| Assistance for Travel | | | |
| Loan Deduction | | | |
| Others (Please specify) | | | |
| <u>Total Income from Salary</u> | | | |
| b. <u>Pension</u> | | | |
| c. <u>Net Income from Business/Profession</u> | | | |
| d. <u>Agricultural Income</u> | | | |
| e. <u>Other Income</u> | | | |
| i). From house property (Rental Income) | | | |
| ii). From business property (Rental Income) | | | |
| iii). From investment | | | |
| iv). From saving certificates @ _____ % | | | |
| v). Any other source (please specify) | | | |
| Total Other Income | | | |
| Total Annual Income (a + b + c + d + e) | | | |

Annual Family Expenditure

Details of Annual Family Expenditures (Please provide appropriate evidences for expenses incurred)

a. House Hold Expenses

PKR / USD

House Rent

Maintenance of House

Electricity Telephone / Mobile Gas Total Utilities

Transportation

Food / Grocery

Servant (Cook, Gardener / Maid / Driver) No.

Clothing

Medical Expenses *

Travel Within Pakistan Overseas Travel Total

Entertainment Hotel Expenses
Club Membership (Please provide name of Club)

Total House Hold Expenses

b. Educational Expenses net of scholarship / assistance (if any) (excluding applicant's expenses at AKU)

| Siblings studying in Pakistan | | Siblings studying overseas | Total PKR / USD |
|--------------------------------------|----------------------|----------------------------|-----------------|
| School / College PKR / USD | University PKR / USD | | |
| Tuition and other Fees | | | |
| Boarding & Lodging | | | |
| Private Tuition | | | |
| Books, Stationery and other expenses | | | |
| Total | | | |

c. Other Expenses

PKR / USD

Government Taxes (Property, Sewerage, Water etc.)

Loan Repayment: Other financial Institutions (Please provide evidence)

Donations / Zakat etc.

Other Expenses (please provide details in attachment)

Total Other Expenses

Grand Total (a+b+c)

Surplus / (Deficit)

PKR / USD

Total Income

Less: Total Expenditure

Surplus / (Deficit)

In case of Deficit, please specify how the deficit was managed last year?

Financial Arrangement

Other organizations/institutions approached for financial assistance.

(Banks, father's/mother's/guardian's employer etc. - please provide evidence)

| Name of Organization | Amount Applied for | Outcome |
|----------------------|--------------------|---------|
| | | |
| | | |
| | | |
| | | |

Are any of the family members other than father/mother/guardian supporting your educational expenses at AKU?

Yes No.

If yes, please specify: amount PKR /USD _____ Relationship _____

Financial arrangements for AKU Fee Payment:

| | PKR / USD |
|--|----------------------|
| Tuition Fee | <input type="text"/> |
| University Fee | <input type="text"/> |
| Other Fee | <input type="text"/> |
| Hostel Fee (If applicable) | <input type="text"/> |
| Total Fee | <input type="text"/> |
| Payment from Family resources | <input type="text"/> |
| Other Sources (scholarship, sponsorship etc.) | <input type="text"/> |
| Financial assistance requested from AKU (Balance Amount) | <input type="text"/> |

Loan Documents

Previous Year's Loan Documents has been submitted Yes No

Financial assistance may be denied to those students who do not submit the complete loan documents and other formalities within the stipulated dates. Failure to follow these instructions may lead to cancellation of financial assistance approved for them.

Undertaking

1. I understand that submission of this application does not guarantee award of financial assistance, nor does it absolve me of any financial responsibility in relation to study at AKU.
2. The information given in this application is complete and true to the best of my 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, including possible expulsion from the university.
3. I agree to abide by the decision of the Financial Assistance Committee.

Signature of Applicant : _____ Date: _____

Signature of Parents/Guardian : _____ Date: _____