



## COMSATS Need Based Financial Support Program (NBFSP)

### FINANCIAL ASSISTANCE FORM

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

Dear applicant, Need Based Financial Assistance is provided out of Talimi Fund. You must know that '*Taleem Fund*' is generated through contributions from **all the employees** of the institute, regardless of their cadre and grade. The objective of this fund is to help **needy students** so that their studies are not affected by financial constraints. The amount generated through this Fund is generally far less than the requests received and it is not possible to accommodate all request of the applicants. Therefore it becomes a great responsibility of each beneficiary first to ensure that s/he really deserves this grant and then to concentrate on her/his education to give satisfaction to the contributors that their hard earned money is being utilized judiciously.

Pray for the contributor of '*Taleemi Fund*'.

#### PROVIDING FALSE INFORMATION

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

- Recovers of all the payments received and a penalty
- Disqualification for award of any future loan/Financial Support.
- Rustication from the university.
- Initiation of criminal proceedings.
- Cancellation of admission.

#### INSTRUCTIONS FOR FILLING THE FINANCIAL ASSISTANCE APPLICATION FORM:

- ✓ Read the application form carefully before filling.
- ✓ Fill in the form using black ball point pen and write in capital letters
- ✓ Submit duly completed application form to the (Financial Support Program Committee) office or the 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
- ✓ Check your application for spellings, grammatical errors and factual oversight
- ✓ 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

Definitions:

**Family:** Father, mother(s), brother(s), sisters(s), Grandparents.

**Application Form Check List**

<b>SN</b>	<b>Description</b>	<b>Tick the relevant</b>
1	Copies of computerized CNIC of Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
2	Salary/Income Certificate of Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
3	Copies of last three (03) 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 pervious Financial Support(s) attained (if applicable)	<input type="checkbox"/>

\* Siblings are brother &amp; sisters

Tick the Section When Completed

**Applicant Personal and Family Information****Applicant's Name:** \_\_\_\_\_ Gender: Male  Female Registration No: 

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**Name of the Department:** \_\_\_\_\_**Degree Title / Program:** \_\_\_\_\_Applicant CNIC No: 

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Marital Status      Single       Married       Divorced 

Age : \_\_\_\_\_ Place of Birth \_\_\_\_\_

Present Address \_\_\_\_\_

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

Are you currently working : Yes  No

If answer is Yes

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

Previous Employer/Company Name (if applicable): \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

#### Details of Siblings Studying

S #	Name	Relation with applicant	Name & Address of Institute	Fee per month
1				
2				
3				
4				
5				
6				
	Total Fees			

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

Status: Alive  Deceased

Professional status: Employed  Retired  Business Owner

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

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

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

Occupation Type: \_\_\_\_\_

Designation & Grade ( BPS/ SPS/PTC etc): \_\_\_\_\_

Total Gross Monthly Income (Salary/ Pension/ Others): \_\_\_\_\_ NTN \_\_\_\_\_

Total Members in the Family: \_\_\_\_\_

Total Earning Members in Family: \_\_\_\_\_

## Details of Family Members Earning:

S #	Name	Relationship	occupation ***	Organization Name	Designation	Monthly Gross Pay/Earning	Remarks
1							
2							
3							
4							
Total Monthly Family Income (add self income, if applicable) Rupees							<b>(A)</b>

## 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)						
Total <b>(B)</b>							

\* For sources with annual income returns, kindly report the monthly income earned

**Total Family Monthly Income**

Grand Total Monthly Income of the Family (A) + (B)	
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**Total Family Expenditures**

S #	Education Expenditure	Accommodation Expenditure	Utilities Expenditure	Food Expenditure	Medical Expenditure	Misc. Expenditure	Total Monthly Expenditure	Total Annual Expenditure

**Family Assets (with current market value)**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)
1			
2			
3			
4			

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

**Detailed of Property**

Assets Title	Qty	Size	Location (Address)
Residential			
Commercial			
Agricultural			
Employer/ Govt Scheme			

**Funds Availability for Applicant Education (per annum in Rupees)**

S #	Income Source	Father	Mother	Spouse	Self	Other	Total
1	Salary / Earnings						
2	Family / Friend Advances & Loan *						
3	Bank Loan						
4	Other (Specify)						
	<b>Total</b>						

\* Family/ Friend Loan / other source of financing

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How were the admission /first semester charges paid?

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Have you ever awarded any other scholarship before: 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					
3					

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

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### **UNDERTAKING**

- The information given in this application is 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.
- COMSATS Institute of Information Technology reserves the right to use information given in this form for verification and other purposes.

Date:

Date:

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

Applicant Signature: \_\_\_\_\_

**For Official use only**

Are the applicant documents in order?  Yes  No

Status of documents being submitted by the applicant

S #	Document Name Missing	Document Submission Date	Remarks
1			
2			
3			
4			

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

**Recommendations of the FSPC**

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It is hereby recommended that Mr/Ms.-----S/D of -----  
RollNo.-----Semester-----granted an amount of Rs.----- as Qarz-e-  
Hasna for-----semester -----, is recommended after verification of the given information.

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*Convenor of FSPC*

Date:-----

Please Submit your form duly filled at following address:

Front office,  
Chakshazad Campus,  
Islamabad.  
Tel #: 9#####.