



Name of the University: _____

Degree Title / Program: _____

1. **Applicant's Name:** _____ Gender: Male ☐ Female ☐

2. Applicant NADRA _____
NIC No. _____

3. Marital Status Single ☐ Married ☐ Divorced ☐

4. Age : _____ Domicile _____

5. Present Address _____

6. Permanent Address: _____

7. Are you currently working : Yes ☐ No ☐

8. If answer is Yes to Section No. 8 complete the sections (9-13)

Designation: _____ Name of Employer /Company: _____

9. Total Monthly Applicant Gross Income in Pak Rs. _____

10. Total Monthly Applicant Take Home Income* in Pak Rs. _____

* Take Home Income: Salary / Pay available after deduction of taxes, provident fund charges etc.

11. Tel (Res.): _____ Mobile: _____ Email: _____

12. Total Family Members currently living with you: _____

S #	Name of Family Member (s)	Relationship	Marital Status	Remarks**
1				
2				
3				
4				
5				
6				

13. Details of Family Members Earning (Take extra sheet if required):

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



15. Brothers/Sisters/Children/Family Members studying _____

S #	Name	Relation with applicant	Name & Address of Institute	Fee per month
1				
2				
3				
4				
5				
6				
15A	Total Fees & Tuition Charges			

16. Father's Name: _____ Computerized N.I.C. No _____

17. Status: Alive ☐ Deceased ☐

18. Professional status: Employed ☐ Retired ☐ Business Owner ☐

19. Name of Company/Employer: _____

20. Tel (Off): _____ Mobile: _____

21. Occupation Type: _____ NTN _____

22. Designation & Grade (BPS/ SPS/PTC etc): _____ Gross Monthly Income: _____

23. Total Net Monthly Take Home Income (Salary/ Pension/ Others): _____

24. Any Other Supporting Person (Mother/ Guardian/ Brother/ Sister/Family Relative/Guardian):

25. Name: _____ Relationship: _____

26. Occupation and Designation _____

27. Monthly Financial Support Available to Applicant in Pak Rs. _____

28. 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)						
28A	Total						



29. Total Family Monthly Income

S #	Family Member Name	Relationship	Monthly Income from Assets	Monthly Gross Pay/Earning	Monthly Net (Take home) Pay/Earning
1					
2					
3					
4					
5	Applicant Monthly Gross Pay/Earning				
6	Applicant Monthly Net (Take home) Pay				
29-A	Total Monthly Income in Pak Rupees				
29-B	Total Annual Income in Pak Rupees				

30. FAMILY EXPENDITURES

30A. Accommodation Expenditures

Type: Bungalow ☐ Apartment /Flat ☐ Town House ☐ Village House ☐

Status: Rented ☐ Self or Family owned ☐ Employer / Govt Owned ☐

Rent Payment: Self ☐ Employer/Govt ☐ Others ☐

House Plot Size in Sq. ft. _____ Covered Area in Sq. ft. _____

S #	Accommodation Location /Address	Number Of Bed Rooms		Number Of Air conditioners		Accommodation Monthly Rent	Accommodation Annual Rent
		1-2	☐	1-2	☐		
		2-4	☐	2-4	☐		
		4-6	☐	4-6	☐		
		Above 6	☐	Above 6	☐		
30B	Total Accommodation Rental Expenditure						

Any other house/flat owned by the Parents/Guardian (if yes please specify with location and size) _____

31. Utilities Expenditures

Last Month Utilities Paid			
Telephone	Electricity	Gas	Water

32. Medical Expenditures: Average of last six months (Per Month Expenditure)_____

Total Family Expenditures

S #	Education Expenditure	Accommodation Expenditure	Utilities Expenditure	Medical Expenditure	Misc. Expenditure	Total Monthly Expenditure	Total Annual Expenditure
33							

S #	Description	Amounts in Pak Rupees
(Sec.29A)	Total Monthly Income	
(Sec. 33)	Total Monthly Expenditure	
34 (29.A – 33A)	Net Monthly Disposable Income*	

S #	Description	Amounts in Pak Rupees
(Sec.29B)	Total Annual Income	
(Sec. 33)	Total Annual Expenditure	
35 (29.B – 33.B)	Net Annual Disposable Income*	

* If the monthly / Annual Disposable Income is negative, kindly explain the reasons for the gap, and the arrangements through which the differential gap is met by the family

Assets (with current market value)

36. 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)	Registration No.	Ownership Period
1					
2					

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

37. Number of Cattle(s) (with kind) _____

38. Area and location of Land(s)/Plot(s) owned _____

Assets Title	Qty	Size	Location (Address)	Cultivable Area	Agricultural Yield per Acre
Residential					
Commercial					
Agricultural					
Employer/Govt Scheme					

39. Assets worth (Current Market Value in Pak. Rs.)

S #	Assets Title	Father	Mother	Spouse	Self	Guardian	Total
1	House						
2	Business						
3	Land & Building						
4	Bank Balance						
5	Stocks/Prize bond						
6	Others/ Cattle(s)						
40.	Total						

41. Loan taken for Applicant Education

* Family/ Friend Loan

(Specify details of loan taken and relationship with the relative / friend)

42. Any source of financing other than loan (Please specify)_____

43. How were the admission /first semester charges paid?

44. Applicants educational record:

Level of Study	Name and Location of Institute	Per Month Fee	To- From month/ yr.	Division/ GPA/	%age / CGPA
Bachelors					
Intermediate					
Secondary					



45. Per month fee/ tuition charges of the institution last attended _____

46. Have you ever got any other Scholarships: 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					

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

UNDERTAKING

1. The information given in this application are 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.
2. HEC reserves the right to use information given in this form for verification and other purposes.

Date: Parents / Guardian Signature _____ Applicant Signature: _____

For Official use only

Are the applicant documents in order? ☐ Yes ☐ No

Application Case Review Dates (i) _____ (ii) _____

Additional Remarks

Date _____ Department Name _____ Signature Head of Department / Focal Person _____

HEC NEEDS BASED SCHOLARSHIP APPLICATION FORM 2017-18

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

PROVIDING FALSE INFORMATION

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

- Cancellation of admission.
- Rustication from the university.
- Initiation of criminal proceedings.
- Disqualification for award of any future loan/scholarship.
- Refund of all the payment received and or a penalty equal to total scholarship amount.

INSTRUCTIONS FOR FILLING OUT THE SCHOLARSHIP APPLICATION FORM:

- ✓ Fill in the form using black ball point pen and write in capital letters
- ✓ Read the application form carefully.
- ✓ Make a photocopy of the application form
- ✓ Complete the photocopy form and make sure everything is correct and final
- ✓ Copy all information from photocopied form to the original form
- ✓ Submit duly completed application form to the admission office or 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
- ✓ 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



Application Form Check List

SN	Description	Tick the relevant
1	Copies of computerized NIC of	
	Father	☐
	Mother	☐
	Guardian	☐
2	Salary Certificate of	
	Father	☐
	Mother	☐
	Guardian	☐
3	Copies of last six (06) month utility bills	
	Electricity	☐
	Gas	☐
	Telephone	☐
	Water	☐
4	Attested copy of rent agreement (if applicable)	☐
5	Copies of last & latest fee receipts of self and siblings *	☐
6	Copies of Medical bills/ expenditure related documents (if applicable)	☐
7	Copies of pervious scholarship(s) attained (if applicable)	☐
8	Statement of Purpose	☐
*Tick the Section When Completed		
I	Section A: Personal and family information	☐
II	Section B: Cumulative information of Self, Parents & Guardian	☐
III	Section C: Financial arrangements for current year	☐
IV	Section D: Educational Record	☐

DO's:

- Send your application by post or submit by hand to the student financial aid office or admission office or focal person.
- Place documents in right order as per above sections (1 to 10)
- Put all amounts in Pak Rs.
- Do consult with parent(s)/guardian(s) for financial data accuracy & reliability
- For the information not present/relevant write in capital letters N/A

DO NOT:

- Provide False/vague/ incomplete information.



- Overwrite/ scratch on the form. Send scholarship application form directly to HEC

- **HEC-NEED BASED SCHOLARSHIP 2017-18**

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- Degree and

Department:_____

- Semester:_____

- Student Name:

- Father

Name:_____

- Regd. No.

- CNIC.No._____

- E-

mail:_____

- Contact

No._____

- Address:_____

- Name of Last Institute:_____

- Per Month Fee of

LastInstitute:_____



- Hostel /

DayScholar:_____

- Marital Status of Candidate: Single

/Married:_____

- Father Status: Alive /

Deceased:_____

- Profession of the Father /

Guardian:_____

- No. of family members who are not

working:_____

- No. of family members

studying:_____

- No. of family members who are not

earning:_____

- No. of earning hand family members:

- Father /Guardian

(Salary/Pension/Business/Labourer/Shopkeeper:_____

- Mother Income per

month:_____

- Income from

Land:_____

- Income from any other

sources:_____



- Total Monthly

Income:_____

- Total Annual

Income:_____

- Average per month Gas Bill (put average of last six months):_____

- Average per month Electricity Bill (put average of last six months):_____

- Average per month Water Bill (put average of last six months):_____

- Average per month Telephone Bill (put average of last six months):_____

- Total Per Month Utility

Bills:_____

- Per Month Education Expenditures of the family:_____

- Per Month food/Kitchen Expenditures of the family:_____

- Per Month Medical Expenditures of the family:

- Other Misc

Expenditures:_____

- Total Monthly Expenditure of the family:_____



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- Total Annual Expenditures of the
family:_____
 - Type of the Vehicle
(Car/Motorcycle/others):_____
 - Make & Model of the
Vehicle:_____
 - Size of
House:_____
 - Market Value of the
House:_____
 - Mentioned the Size of
Land/Plot:_____
 - Market Value of the
Land/Plot:_____
 - Accommodation
(Own/Rented):_____
 - Type of Accommodation
(Rural/Urban):_____
 - Current Bank
Balance:_____
 - Other Misc
Assets/Cattle's:_____



SPECIMEN (1 pages)

Each Page must be executed on stamp paper, Other papers not acceptable, type one side of paper only.

This Affidavit needs to be submitted after final selection

**Deed of agreement
For Undertaking a Course of Studies
Under the Scheme “HEC Needs Based Scholarship Program” 2017-18**

Mr./ Ms. _____ son/ daughter of _____

Computerized NIC No. _____ University Reg. No. _____

Dept. of _____ studying in the University _____

hereby called the Approved Student has been selected by Higher Education Commission for the award of scholarship under HEC Needs Based Scholarship Program in the field of study _____ for completion of _____ academic program. The approved student has agreed to accept the award of the scholarship on the terms and conditions governing the scholarship award.

Now this deed witnesses as under:

- i) The payment of allowances admissible under the scholarship program shall be made subject to the complete adherence to all rules and regulations governing the scholarship program as well as satisfactory performance in the authorized studies.
- ii) The student shall not change the specified course of studies nor register himself/herself for any other course or program/University/Institute without prior approval of the HEC.
- iii) The student shall not extend the specified period of studies without prior approval of the HEC. **In case of selection at any other scholarship scheme the student will immediately report the same at the university.**
- iv) In case the scholar fails to qualify the course/degree for which he/she was awarded scholarship, the HEC reserves the right to recover all the payment received and or a penalty equal to total scholarship amount from the Scholars/Guarantor/University.
- v) The Parents/ Guardian of the student are unable to financially support his/her education.
- vi) The Scholarship will be terminable in the following cases:
 - a) If the student fails to maintain class attendance of 75%.
 - b) If the student is involved in malicious/undesirable activities.
 - c) If the student fails to obey or act in accordance with HEC's order directing him/her, he/she will be liable to action under the acts/rules in force in the country.
 - d) If the student is punished because of his involvement in violation of the university rules, damage to institute property, misbehaviour with staff or colleagues or any other disciplinary action.
 - e) **If the information provided by the student is found incorrect at any time during his study period.**
 - g) If the student fails to maintain academic standards of the university

AND THE STUDENT FURTHER COVENANTS, that in case of breach of any of the above terms and conditions as well as the rules / terms and conditions those governing scholarship award and / or his / her failure as directed by the HEC for the specified period, the student shall be bound to obey the orders as prescribed and assessed by the HEC shall be final and conclusive.

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of acceptance thereof.

Date:

Date:

Signature of Student _____

Signature of Parent /Guarantor _____

Name:

Name:

NIC No.

NIC No.

Signature of Witness No. 1 _____

Signature of Witness No. 2 _____

Name:

Name:

NIC No.

NIC No.

