

(HEC-Japanese Need Based Merit Scholarship For Pakistani University Students)



'FINANCIAL ASSISTANCE FORM'

Scholarship is based on the 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:

- ✓ 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
- ✓ Fill in the form using black ball point pen and write in capital letters
- ✓ Submit duly completed application form to the admission office or focal person
- ✓ Furnish factual, comprehensive and authentic information in the form
- ✓ Whenever in doubt or lost, seek help from the Focal Person
- ✓ Check your application for spellings, grammatical errors and factual oversight
- ✓ Keep a photocopy of the filled-in original application form for your record
- ✓ 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

Check List

SN	Description	Tick the relevant if applicable
1	Attested copies of computerized NIC of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
2	Income Tax Certificate	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
3	Copy of last Income Tax Return of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
4	Salary Certificate of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
5	Attested copies of last 6 month Utility Bills	
	Electricity	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Telephone	<input type="checkbox"/>
	Water	<input type="checkbox"/>
6	Attested copy of rent agreement	<input type="checkbox"/>
7	Copies of last & latest fee receipts of self and siblings *	<input type="checkbox"/>
8	Statement of Purpose	<input type="checkbox"/>

*Siblings are brother, sisters and other family members

DO's:

- Send your application by post or submit by hand to the admission office or focal person.
- Submit the application form with a folder.
- Place documents in right order.
- Put all amounts in Pak. Rupees.

DO NOT:

- Provide False/vague/ incomplete information.
- Overwrite/ scratch on the form.
- Send application form directly to HEC

Name of the University: _____

Course/Degree Title: _____

Section A:
Personal and family information

1. **Applicant's Name:** _____ Gender: Male Female
2. University Reg. No. _____ Computerized NIC No. _____
3. Marital Status Single Married Other
4. Age _____ Days _____ Months _____ Years
5. Present Address _____

6. Postal Address: _____

7. Occupation _____
8. Designation _____ Name of Company/Employer _____
9. Tel (Res.) _____ Mobile _____
10. Email _____
11. Total Monthly Take Home Income _____
12. Total Annual Income _____ NTN _____
13. Previous Occupation (if applicable) _____
14. **Father's Name:** _____ Computerized N.I.C. No _____
15. Status Alive Dead
16. Address: _____
17. Tel (Off/Res.) _____ Mobile _____
18. Occupation _____
19. Designation _____ Name of Company/Employer _____
20. Total Monthly Take Home Income (Salary/ Pension/ Others) -

21. Total Annual Income _____ NTN _____
22. Previous Occupation (if applicable) _____
23. **Any Other Supporting Person (Mother/ Guardian/ Brother/ Sister/ Other:**
24. Name _____ Computerized N.I.C. No _____
25. Address: _____
26. Tel (Off/Res) _____ Mobile _____
27. Occupation _____

28. Designation: _____ Name of Company/Employer _____

29. Total Monthly Take Home Income (Salary/ Pension/ Others) -

30. Total Annual Income _____ NTN _____

31. Monthly Financial Support to Applicant in Pak Rs. _____

32. Brothers/Sisters/Children/Family Members

Relation with Applicant	Name	Name of Institute (if studying)	Fee/ Month

FAMILY EXPENDITURES

a. Accommodation Expenditures

Type: Bungalow Apartment/Flat Town House

Status: Rented Self or Family owned

Rent Payment: Self Employer Others

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

If rented, annual rent _____

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

b. Utilities Expenditures (Average of last six months bills)

Telephone _____ Electricity _____ Gas _____ Water _____

c. Medical Expenditures (average of last six months) _____

d. Transportation/Food/Travelling/Educational/Other Expenditures (average of last six months) _____

e. Total Fee of last Institution Attended: _____

Section B:

Cumulative Financial Information (Self, Parents & Guardian)

a. Assets (with current market value)

Number of cars (with make, model and CC) _____

Number of Motorcycles (with make, model and CC) _____

Number of air conditioners with type _____

Number of Cattle(s) (with kind) _____

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

Assets Worth (Per annum in Pak Rs.)

Assets Title	Father	Mother	Spouse	Self	Other	Total
Business						
Land & Building						
Bank Balance						
Stocks/Prize bond						
Others						
Total						

b. Taxes paid (per annum in Pak. Rs.)

Tax Title	Father	Mother	Spouse	Self	Other	Total
Income						
Property						
Wealth						
Other						
Total						

c. Income (per annum in Pak Rupees)

Income Source	Father	Mother	Spouse	Self	Other	Total
Salary						
Other (Specify)						
Total						

Section C:
Financial Arrangements For Current Year

Funds Availability for Education (per annum in Pak Rupees)

Income Source	Father	Mother	Spouse	Self	Other	Total
Earning / Salary						
Family / Friend Advances & Loan *						
Loan						
Other (Specify)						
Total						

* Family/ Friend Loan
(Specify relationship with the relative / friend)

Any source of financing other than this scholarship (Please specify) _____

Section D:
Educational Record

Level of Study	Name and Location of Institute	From Month/Yr.	To Month/ Yr.	Division/ GPA/ Grade	%age / CGPA
Bachelors					
Intermediate					
Secondary					

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

UNDERTAKING

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

Signature of Student

For Office Use Only

Comments: _____

Application Review Dates (i) _____ (ii) _____

Amount of Financial Aid Granted: _____

Report of committee (committee has to verify the information provided by the candidate through her own sources like visits, officials correspondence, etc.). Further the committee has to issue a certificate of desired performance of the student as per terms and conditions at the end of each semester.

Date

Department Name

Signature Head of Department

*SPECIMEN (2 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 Program****“HEC-Japanese Need Based Merit Scholarships for Pakistani University Students”**

Mr./ Ms. _____ son/ daughter of _____

Computerized NIC No. _____ University Reg. No. _____

Dept. of _____ studying in the University/ institution _____

_____ hereby called the Scholar.

Whereas Mr./ Ms. _____ has been selected by Higher Education Commission for the award of fellowship for the field of study _____

under the Scheme, “Japanese Need Based Merit Scholarship for Pakistani University Students enrolled in the discipline _____ study Program” and the scholar has agreed to accept the same on the terms and conditions governing this 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 scholar 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 scholar shall not extend the specified period of studies without prior approval of the HEC.
- iv) The scholar shall not undertake any employment whether paid and no-paid during his/her course of studies.
- v) In case the scholar fails to qualify the course/degree for which he/she was awarded fellowship, 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.
- vi) The scholar shall regularly submit the six monthly progress reports on his/her assigned Program through his/her Chairperson/Supervisor to the Higher Education Commission and a final comprehensive report immediately on completion of the study/training/research degree.
- vii) Parents/ Guardian are unable to financially support his/her education.
- viii) 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 institute rules, damage to institute property, misbehaviour with staff or colleagues or any other disciplinary action.
 - e) If a student remains absent from classes for one week (6 or 5 working days, as the case may be) continuously without a valid excuse acceptable to the authorities as per rules of the Institute.
 - f) 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 SCHOLAR FURTHER COVENANTS, that in case of breach of any of the above terms and conditions as well as the rules and terms those governing scholarship award, or his / her failure as directed by the HEC for the specified time period, the scholar shall be bound to obey the orders as prescribed and assessed by HEC which are final and conclusive.

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

Signature of
(Student)

Signature and address of
(Guarantor)

Signature and address of
(Witness)

Date