



## **HEC Needs Based Scholarship Program SCHOLARSHIP APPLICATION FORM**

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 and leave space between words
- ✓ 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 Financial Aid 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 / Financial Aid Office
- ✓ 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

**Definitions:**

**Family:** Father, mother(s), brother(s), sisters(s), Maternal / Paternal Uncles (s) & Aunts, Grandparents etc.

**Pucca House:** A pucca house is one, which has walls and roof made of the following material.

Wall material: Burnt bricks, stones (packed with lime or cement), cement concrete, timber, ekra etc

Roof Material: Tiles, GCI (Galvanised Corrugated Iron) sheets, asbestos cement sheet, RBC,(Reinforced Brick Concrete), RCC ( Reinforced Cement Concrete) and timber etc.

**Kutch House:** The walls and/or roof of which are made of material other than those mentioned above, such as un-burnt bricks, bamboos, mud, grass, reeds, thatch, loosely packed stones, etc. are treated as kutch house.

**Semi -Pucca house:** A house that has fixed walls made up of pucca material but roof is made up of the material other than those used for pucca house.

**Others:** The houses, which are not covered by the types mentioned above, are to be treated as of ‘others’ type.

### Application Form Check List

SN	Description	Tick the relevant
1	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 (if applicable)	
	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	Copies of last month’s utility bills	
	Electricity	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Telephone	<input type="checkbox"/>
	Water	<input type="checkbox"/>

- 6 Attested copy of rent agreement (if applicable)
- 7 Copies of last & latest fee receipts of self and siblings \* (if applicable)
- 8 Copies of Medical bills/ expenditure related documents (if applicable)
- 9 Copies of pervious scholarship(s) attained (if applicable)
- 10 Statement of Purpose & two passport size Photographs
- 11 Rent Agreement (if applicable)
- 12 Death Certificate (if applicable)

\* Siblings are brother & sisters

Tick the Section When Completed

- I Section A: Personal and family information
- II Section B: Cumulative information of Self, Parents & Guardian Assets
- III Section C: Financial arrangements for current year
- IV Section D: Educational Record

**DOs:**

- Send your application by post or submit by hand to the Financial Aid 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 NOTs:**

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

Name of the University: \_\_\_\_\_

Degree Title / Program: \_\_\_\_\_

Affix two

Passport size

Photographs

**Section A:****Applicant Personal and Family Information**

1. **Applicant's Name:** \_\_\_\_\_ Gender: Male  Female
2. University Reg. No:
3. Applicant NADRA  
NIC No.  -  -
4. Marital Status      Single       Married       Divorced
5. Date of Birth: \_\_\_\_\_ Age : \_\_\_\_\_ Nationality \_\_\_\_\_  
Place of Birth (Name of City, Country) \_\_\_\_\_  
Domicile: \_\_\_\_\_ District: \_\_\_\_\_ Tehsil: \_\_\_\_\_
6. Present Address \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Are you currently working : Yes       No
9. If answer is Yes to Section No. 8 complete the sections (9-13)  
Job Nature: \_\_\_\_\_ Designation: \_\_\_\_\_  
Name of Employer/Company (if any): \_\_\_\_\_
10. Previous Employer/Company Name (if applicable): \_\_\_\_\_
11. Total Monthly Applicant Gross Income in Pak Rs. \_\_\_\_\_
12. Total Monthly Applicant Take Home Income\* in Pak Rs. \_\_\_\_\_
13. Total Annual Applicant Gross Income: \_\_\_\_\_ Applicant NTN No. \_\_\_\_\_
- \* Take Home Income: Salary / Pay available after deduction of taxes, provident fund charges etc.
14. Tel (Res.): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
15. Total Members in the Family: \_\_\_\_\_
16. Total Family Members currently living with you: Total: \_\_\_\_ Male: \_\_\_\_ Female: \_\_\_\_
17. Total Number of Brothers/Sisters married Total: \_\_\_\_\_ Brothers \_\_\_\_ Sisters \_\_\_\_

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

3				
4				
5				
6				
7				

\*\*Remarks: List down the number of dependents supported by married brother(s)/ sister(s)

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

Details of Siblings Studying including the applicant own detail

S #	Name	Relation with applicant	Name & Address of Institute	Institute Type (Public/Private)	Fee per month	Tuition per month (If applicable)
1						
2						
3						
4						
5						
6						
<b>22</b>	Total Fees & Tuition Charges (Per Month)					

19. **Father's Name:** \_\_\_\_\_ Computerized N.I.C. 

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20. Father Status: Alive  Deceased  ( if deceased please mentioned the date of demise (dd-mm-yy) \_\_\_\_\_ )

21. Professional status: Employed  Self-Employed  Retired  Un-Employed  Disabled

If answer is Employed complete the sections (22-30) else from (27-30)

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

23. Address: \_\_\_\_\_

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

25. Occupation: \_\_\_\_\_ Govt.  Private  Others

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

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

28. Total Net Monthly Take Home Income (Salary/ Pension/ Others): \_\_\_\_\_

29. Previous Occupation (if applicable): \_\_\_\_\_

30. Total Annual Income: \_\_\_\_\_ NTN \_\_\_\_\_

31. **Mother's Status:** : Alive  Deceased  (if deceased please mentioned the date of demise (dd-mm-yy) \_\_\_\_\_)

32. Marriage Relationship: Combined  Separated/Divorced

33. Professionals Status: Working  Not Working

**Any Other Supporting Person (Mother/ Guardian/ Brother/ Sister/Family Relative/Guardian) [Add Page if required]**

34. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

35. Address: \_\_\_\_\_

36. Tel (Off/Res) \_\_\_\_\_ Mobile No. \_\_\_\_\_ NIC no. \_\_\_\_\_

37. Occupation \_\_\_\_\_ Govt.  Private

38. Designation \_\_\_\_\_ Name of Company/Employer \_\_\_\_\_

39. Total Monthly Gross Income (Salary/ Pension/ Others) \_\_\_\_\_

40. Total Net Monthly Take Home Income (Salary/ Pension/ Others): \_\_\_\_\_

41. Total Net Annual Income \_\_\_\_\_

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

43. Total No. of family members not earning \_\_\_\_\_ 44. Monthly Financial Support

Available from supporting person to Applicant in Pak Rs. \_\_\_\_\_

**45. 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)						
<b>45</b>	<b>Total</b>						

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

**46. Details of Family Members Earning:**

S #	Family Member Name	Relationship	Family Member occupation ***	Organization Name	Designation	Monthly Gross Pay/Earning	Monthly Income from Assets (sec.45)	**Remarks
1								
2								
3								
4								
<b>44</b>	Total Monthly Family Income (add self income, if applicable) Pak Rupees							

\*\* Please mentioned if the Family member supporting to Family in Remarks Column (Yes/No)

\*\*\* Family Member Occupation classification

1. Government Service (Specify the employment grade BPS/SPS/PTC etc.)
2. Private Job
3. Agriculture/Farming
4. Own Business (Self Employed). Details/nature of self business need to filled in at remarks column
5. Others. Details/nature of self business need to filled in at remarks column

**FAMILY EXPENDITURES**

**47. Accommodation Expenditures ( Please Check the relevant boxes)**

a) **Type:** Bungalow  Apartment /Flat  own House  age House

b) **Structure:** Pucca House  Kutchra House  Semi Pucca House  Others  (Detail available at Page 1 &2)

c) **Status:** Rented  Self or Family owned  Employer / Govt Owned

d) **Rent Payment:** Self  Employer/Govt  Others

Total Size of the House in Sq. ft. \_\_\_\_\_ Covered Area in Sq. ft. \_\_\_\_\_

e) **Residence Location:** Rural  Urban

**48. Accommodation Details:**

S #	Accommodation Location /Address	Number Of Bed Rooms		Number Of Air conditioners		Accommodation Monthly Rent (if applicable)	Accommodation Annual Rent (if applicable)
		1-2	<input type="checkbox"/>	Nil	<input type="checkbox"/>		
		2-4	<input type="checkbox"/>	1-2	<input type="checkbox"/>		
		4-6	<input type="checkbox"/>	3-6	<input type="checkbox"/>		
		6-8	<input type="checkbox"/>	6-8	<input type="checkbox"/>		
		Above 8	<input type="checkbox"/>	Above 8	<input type="checkbox"/>		
<b>48</b>	Total Accommodation Rental Expenditure						

- a) No. of servants in the Home: \_\_\_\_\_
- b) Any other house/flat owned by the Parents/Guardian (if yes please specify with location and size) \_\_\_\_\_

**49. Utilities Expenditures**

Last Month Utilities Paid			
Telephone	Electricity	Gas	Water

Average of Last Six Months (Per Month Utilities Charges)					
S #	Telephone	Electricity	Gas	Water	Total
<b>49</b>					

**\*Please write 'NA' where facility is not available.**

**50. Family's Monthly Food /Kitchen Expenditures** \_\_\_\_\_

**51. Family's Medical Expenditures:** Average of last six months (Per Month Expenditure) \_\_\_\_\_

**Medical Facility:** Government / Employer \_\_\_\_\_ Self: \_\_\_\_\_



**52. Travelling/ Miscellaneous Expenditures**

Average of last six months (Per Month Expenditure) \_\_\_\_\_

**Total Family Expenditures**

S #	Education Expenditure (Sec. 22)	Accommodation Expenditure (Sec. 48)	Utilities Expenditure (Sec. 49)	Food Expenditure (Sec. 50)	Medical Expenditure (Sec. 51)	Misc. Expenditure (Sec. 52)	Total Monthly Expenditure (52.A)
<b>52</b>							

S #	Description	Amounts in Pak Rupees
(Sec.46-A)	Total Monthly Income	
(Sec. 52-A)	Total Monthly Expenditure	
	Net Monthly Disposable Income	

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

## Section B:

### Cumulative information of Self, Parents and Guardian Assets

#### Assets (with current market value)

53. 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					
3					
4					

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

54. Number of Cattle(s) (with kind) \_\_\_\_\_

55. Area and location of Land(s)/Plot(s)/House(s)/Fat(s) owned \_\_\_\_\_

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

56. 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)						
<b>56</b>	<b>Total</b>						

57. Taxes paid (per annum in Pak. Rs.) \_\_\_\_\_

**Section C:**  
**Financial arrangements for current year**

**58. Funds Availability for Applicant Education** (per annum in Pak 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>58</b>	Total						

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

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**59. Any source of financing other than this scholarship** (Please specify)

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**60. How were the admission /first semester charges paid?**

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**Section D:**  
**Applicant Educational Record**

Level of Study	Name of the Institute	*Address of the Institute	Period(Start & End Date)	Per Month Fee	Division/ GPA/ Grade
Bachelors					
Intermediate					
Higher Secondary					
Secondary					
Primary					

\* At least the name of the City is required in the field.

**61. 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.
- HEC 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

The notices furnished to the applicant for furnishing of required documentation

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

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

Additional Remarks

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Signature Head of Department / Focal Person

*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*

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**Deed of agreement**

**For Undertaking a Course of Studies**

**Under the Scheme HEC-US Need based Merit Scholarships for Pakistani University Students enrolled in Agriculture & Business Administration study Program formally called as “USAID funded Merit and Needs based Scholarship Program”**

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 USAID funded Merit and Needs based Scholarship Project in the field of study (Agriculture / Business) \_\_\_\_\_ for completion of (B.Sc/ M.Sc , BBA/MBA)\_\_\_\_\_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.