APPLICATION FORM FOR
FINANCIAL ASSISTANCE / QARZ-E-HASNA

TABLE OF CONTENTS

FINANCIAL ASSISTANCE PROGRAMME .................................................. 2
INDEX OF DOCUMENTS ........................................................................ 3
APPLICANT’S INFORMATION .................................................................. 4
PARENT’S / GUARDIAN’S INFORMATION ............................................... 5
HOUSEHOLD INCOME / EXPENDITURES ............................................. 6
DETAILS OF OTHER FINANCIAL ASSISTANCE ARRANGEMENTS .......... 7
UNDERTAKING FOR FINANCIAL ASSISTANCE .................................... 7
UNDERTAKING FOR QARZ-E-HASNA ................................................... 8
UNDERTAKING BY PARENT / GUARDIAN / GURANTOR ..................... 9
LEGAL UNDERTAKING ......................................................................... 9
Financial Assistance Programme

INTRODUCTION

The IVS provides financial assistance (FA) for needy students who apply and meet the required criteria as determined by the Financial Assistance Committee after review of the attached application and panel interview of the applicant.

The Committee is appointed under the Chairmanship of the Chairman Finance and Planning Committee who in turn is appointed by the Board of Governors.

The fund that is available for financial assistance is made up of 50% from the Admission Fee received during the year. Additional funds come from donations and recoveries from the past students.

Up to a maximum of 75% of semester fees may be provided by IVS as financial assistance, the remaining up to 25% has to be paid by the student himself.

Applicants are reminded that in view of the limited funds and higher number of applications, it may not be possible for IVS to award the maximum 75% of semester fees as FA in all cases.

Note: In order to ensure consideration of your application, please follow instructions carefully.

INSTRUCTIONS

1. Serially number all the documents you have attached consecutively from 1 (one) onwards.

2. Please type or write legibly in block letters with pen or ball point.

3. Answer ALL questions. Those not applicable should be marked “NA”.

4. Applicants are reminded that it is their responsibility to submit a completed application with necessary supporting documents.

5. Applicants should be aware of their family’s financial status so that if they are selected for interview, they can help the "IVS Financial Assistance Committee” make a fair assessment of their requirements.

6. Foundation Year (FY) Students and students of all other semesters, whose SGPA is BELOW 2.30 and 2.50 respectively at the end of the semester will not be entitled to receive any Financial Assistance/Qarz-e-Hasna. In case the students fail to maintain the require SGPA at 2.30 in the FY and 2.50 in the other semesters, the entire amount availed will become immediately due and payable, subject to IVS’s discretion of granting such extension for the student as it deems fit under the circumstances. When the students SGPA reaches the required level, restoration of FA/QH will be considered. In that case agreement will be renewed for the renewal of the support. The School will also maintain academic progress record on the Agreement which is to be signed after every semester with the total amount received at that time.

7. Repayment: recipients of Financial Assistance are informed that the amount availed is to be repaid to the school commencing from the end of the first year of graduation over the subsequent 5 years for Undergraduate and 1 year for Postgraduate and Diploma programmes in equal monthly instalments. For this purpose a Promissory Note of the total amount received as assistance will be signed before graduation along with the monthly repayment plan with the amount by the Student.

Within the Financial Assistance Scheme there is also Qarz-e-Hasna available for those students who need more support than that provided within the FA programme.

Qarz-e-Hasna is repaid whenever circumstances permit. Here there is simply a moral obligation to repay, if able, so that other students can benefit in future.
Application for Financial Assistance/ Qarz-e-Hasna

Applicant's name:________________________________________________

Contact No:_____________________________________________________

IVS Roll No:_____________________________________________________

SGPA average:__________________________________________________

### INDEX OF DOCUMENTS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Page Number From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Father's CNIC copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mother's CNIC copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Guardian's CNIC Copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Father's salary slip/certificate dated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mother's salary slip/certificate date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Guardian's salary slip/certificate date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Father's Bank Statement last 6 months from_______ to_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mother's Bank Statement last 6 months from_______ to_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Guardian's Bank Statement last 6 months from_______ to_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Father's Income Tax Certificate/return Assessment year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Mother's Income Tax Certificate/ Return Assessment year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Guardian's Income Tax Certificate Assessment year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Electricity Bill last 6 months from____________ to____________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Telephone bill last 6 months from____________ to____________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Gas Bill last 6 months from____________ to____________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Medical Bills (max last 3 months) date from_________ date to_________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Education Expenses (attach fee payment challan/receipt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Particulars to be filled out in Household expenditures schedule pg 6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Household expenditures analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Rent Agreement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applicant’s Information

1. Applicant’s Name: __________________________

2. Registration Number: __________________________

3. Program/Class: ___________ CGPA (last sem.): ________

4. CNIC Number: __________________________

5. Domicile: __________________________

6. Residential Address:

__________________________________________

__________________________________________

7. Tel. # (Res) ___________ Cell Phone # ___________ Fax # ___________ Email ID ___________.

8. Marital Status: Single ________ Married ___________

9. Name of Educational Institution last attended:
   a) Secondary School_________________________
   b) Higher School____________________________
   c) University ______________________________

10. Name and Other Details (including contact number) of Student’s Loan / Scholarship availed, if any:
    a) Existing _______________________________ Percentage_________________
    b) Past____________________________________________________________
Parents’/Guardian’s Information

1. **Father’s / Guardian’s Name**
   ______________________________________

2. **CNIC Number**____________________ National Tax Number. ______________________

3. **Residential Address:** _________________________________________________________

4. **Tel. # (Office)**_________ **Mobile #**_________ **Fax #**_________ **Email**_________

5. **Present Occupation (Give full details)**
   ____________________________________________________________

6. **Designation**________________________ Name of Company / Employer_____________
   Address____________________________________ _________________________________

7. **Monthly Income Gross**________________________ Net ___________________________

8. **Annual Income Gross**________________________ Net ___________________________

9. **Pension (if retired)** __________________________

10. **Previous Occupation (if applicable)**
    ____________________________________________________________

11. **Mother’s Name:** ___________________________________________________________

12. **CNIC Number**_______________________________________________________________

13. **Residential Address (if different from above 3):** ________________________________

14. **Tel.# (Office)_______ Mobile #________ Fax #________ Email_________

15. **Present Occupation (Give full details)**
    ____________________________________________________________

16. **Designation**________________________ Name of Company / Employer_____________
    Address____________________________________ _________________________________

17. **Monthly Income Gross**________________________ Net ___________________________

18. **Annual Income Gross**________________________ Net ___________________________

19. **Pension (if retired)** __________________________

20. **Previous Occupation (if applicable)**
    ____________________________________________________________
<table>
<thead>
<tr>
<th>Household Income / Expenditures</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income of:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guardian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (relationship, amount contributed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income contribution for household</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(these figures should tie up with information provided on page 5) &quot;parent/guardian income&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle running (see A below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education (see B below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition, books (see C below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Servants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toiletries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (details below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of persons for which expenditure applies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A** Vehicle: car maker year

**B** Education details for each sibling:

Name of sibling:

Age:

Name of institution

Fees

Total fees for all siblings

**C** Tuition/books for each sibling

Total for all siblings
Details of Other Financial Assistance Arrangements

<table>
<thead>
<tr>
<th>Mode</th>
<th>Amount (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-financed / other sources</td>
<td>____________________</td>
</tr>
<tr>
<td>Financial assistance requested from IVS</td>
<td>____________________</td>
</tr>
<tr>
<td>Total (tuition fee only)</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Have you approached any other agency for assistance for your education i.e. banks, parents/guardian / employer etc.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount applied for</th>
<th>Outcome</th>
</tr>
</thead>
</table>

Undertaking for Financial Assistance

I __________________ CNIC No. __________________ S/o./D/o. __________________

CNIC No.________________________ residing at ___________________________ recognize that by repayment of the Financial Assistance, I shall be helping other students like myself acquiring education at the IVS in the future.

In this respect I agree to pay back the total amount owed by me within the period of five years, in instalments, after I have graduated. For which I will formally agree and sign a payment plan before the graduation also as per the details of item 7 and 8 in the agreement.

I shall also be bound to repay the total amount of Financial Assistance immediately or within the period of six months if I leave the School before graduation.

In case I fail to repay the Financial Assistance I authorize the School management to get it reimbursed on instalments from my employer, or to take any other suitable action to recover the outstanding amount.

Name of the Applicant  __________________  Signature  __________________  Date  ________________
(In block letters)
Undertaking for Qarz – E- Hasna

I ________________________CNIC No. _______________ S/o./D/o._________________________

CNIC No.____________________ residing at ________________________________

do solemnly swear that the information I have provided for the purpose of obtaining Qarz-e-
Hasna is correct in all respects. I am aware that any incorrect declaration on my part would make
the entire amount I have availed immediately payable by me.

I am aware that the Qarz-e-Hasna I have availed from IVS is based on this undertaking that I will
repay the amount whenever I am able to pay. I am also aware of my academic obligations under
the Memorandum of Understanding and that Qarz-e-Hasna can be withdraw if I don’t maintain
the required semester GPA.

I am aware that the amount I repay is used by the School to provide financial assistance to other
students who might need it, and by not repaying what I have received when I am able to pay, I
will deprive other students of a chance of education.

I undertake to inform the school of my new contact details whenever these change during the
time I am still under financial obligation to the School. I authorize IVS to keep in touch with
professional bodies of which I become a member and with the Alumni Association with respect to
sending me statements of amounts due from me.

I undertake that all payments by me towards discharge of this obligation will be made by account
payee cheques drawn in favour of Indus Valley School of Art & Architecture and no payment will
be made by me in cash”

Signed_________________________ Date____________________________

Witness1 ________________________ Witness 1 _________________________
(Name and relationship) (Name and Designation)

CNIC #_____________________________ CNIC #_____________________________

Address_____________________________ Address_____________________________

Phone #_____________________________ Phone #_____________________________

Cell #_____________________________ Cell #_____________________________

Email_____________________________ Email_____________________________
Undertaking by Parent / Guardian/Guarantor

In the event that (name of student) does not pay back the amount of Financial Assistance given to him/her by the Indus Valley School of Art and Architecture (IVS) I undertake to pay the same on his behalf within 7 (seven) days of being informed of the event by IVS.

Details of Parent /Guardian/Guarantor

1. Name __________________ CNIC #: __________________________
   Relationship: ________________________________________________
   Home Address: ______________________________________________
   Business Address: ____________________________________________
   Contact Information: Residence: __________________ Office: ________
   Cell: ________________ Email: _____________________________
   Signature: _______________________

Legal Undertaking

I ______________ S/o. / D/o. __________________ having CNIC No.______________ residing at ____________________________ hereby agree to abide by the conditions (as outlined on page 2. Instructions. Paragraphs 6 & 7) which govern the granting of Financial Assistance to complete my studies.

I further unconditionally agree to pay back the total amount owed by me within the period of 6 years in instalments after I have graduated (5 years commencing 1 year after graduation) or earlier.

I shall also be bound to repay the total amount of Financial Assistance immediately if I leave the School before graduation.

In case I, or my guarantor, fail to repay I authorize the School management to get the amount owed reimbursed in instalments from my employer.

In case of failure to repay Financial Assistance, the School management is authorized to recover the amount availed by me in any legal manner available to them under the laws of Pakistan.

_____________________________ _______________________
Name in block letters with signature Date