



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Financial Assistance

APPLICATION FORM

Financial Assistance Office, Fauji Foundation Building
IBA MAIN CAMPUS | UNIVERSITY ROAD, KARACHI



FINANCIAL ASSISTANCE

This financial assistance is based on assessment of legitimate need. The committee takes decisions on the basis of information provided in this form and its own investigations. Candidates are also required to appear for interview to provide additional information.

IN CASE OF PROVIDING FALSE INFORMATION:

- In case of fresh applicant, cancellation of financial assistance application and / or cancellation of admission in case of 1st semester student. Such applicant / student will also be disqualified for applying for any further loan / financial assistance.
- In case of existing student, in addition to the above consequences, further assistance will be stopped and the student will have to refund all financial assistance payments received till that date and / or penalty equal to total financial assistance amount on immediate grounds. Such applicant / student will also be disqualified for applying for any further loan / financial assistance.
- The concerned students will be liable for prosecution on legal grounds.

DISCLAIMER:

IBA reserves the right to verify physically or otherwise all information submitted by the candidates for purposes of loan/financial assistance.



GUIDELINES FOR FILLING OUT THE FINANCIAL ASSISTANCE APPLICATION FORM

- 1. Read the general information thoroughly, which will enable you to complete the application form.
2. Attach the following as supporting documents along with your financial assistance application form.

- a. Copies of CNIC Self, Parents/Guardian and Siblings
b. Salary slip or salary certificate (or pension slip) of all earning family member(s).
c. Bank statement for last six months of all family members having all accounts.
d. Income tax returns of all earning family members for last year.
e. Fee bills and any concession document from the last institution you have attended.
f. Utility bills last six months;
i) Electricity ii) Telephone iii) Gas iv) Water
g. Saving certificates, bonds, shares, investments, CDC account statement.
h. Property ownership documents, including agriculture land, plots and houses.
i. Rent agreement (if applicable)
j. Loan document(s), including credit card bills and bank loan statements.
k. Medical bills / expenditure related documents.
l. Latest fee challans/Fee concession (scholarship/loan) document(s) of sibling(s).
m. Wealth statement for all family members for last year (If applicable).
n. Domicile certificate.
o. Copy of Academic Certificates including Mark-Sheets i.e. Matriculation, Intermediate, Graduation and previous year/term/semester.
p. Any other relevant document(s) necessary to support your application.
q. Statement of purpose.

- 3. Submit the above said documents to the relevant OFFICE for onward submission to the Financial Assistance Committee.

TIPS FOR COMPLETING APPLICATION FORM

- 4. Furnish factual, comprehensive and authentic information in the form.
5. Provide educational information in chronological order.
6. Carefully note down your enrollment number and remember to use it correctly during future correspondence.
7. Answer all questions. Those not applicable should be marked N/A. All required documents are to be attached.

PLEASE AVOID THE FOLLOWING

- X Providing vague / incomplete information.
X Overwriting / scratching information on the form.
X Mailing your application.
X Submitting the documents in wrong order without card file.
X Leaving any questions unanswered.



NON – FINANCIAL DETAILS OF THE FAMILY

Section A: Applicant's information

1. Applicant's Name _____
2. Father's/Guardian's Name _____
3. Enrolment (ERP#)/Seat Number _____
4. Program/Class _____ GPA/CGPA _____
5. CNIC Number _____
6. Domicile _____
7. Residential Address: _____
8. Tel. # (Res) _____ Mobile # _____ Fax # _____
9. Email ID _____
10. Marital Status: Single _____ Married _____
11. Name of Last Educational Institution attended:
 - a. SSC/O Level _____
 - b. HSC/A Level _____
 - c. University _____
12. Have you or any other member(s) of your family ever been awarded (Past & Present) scholarship from IBA/Other? Yes _____ No _____ (If yes), provide details below:

Affix two
Passport Size
Photographs

| Name | Scholarship Program | Award Year | Course and Institution |
|------|---------------------|------------|------------------------|
| | | | |
| | | | |
| | | | |

13. Present Occupation (if any, please give full details)

Nature of employment _____ Name of Company / Employer _____

Monthly Income Gross _____ Net _____

Annual Income Gross _____ Net _____

Previous Occupation (if applicable) _____



Section B:

Parents' / Guardian's Information

1 Father's / Guardian's Name

2 CNIC Number _____ National Tax Number. _____

3 Residential Address (if different from above): _____

4 Tel.(Off) _____ Mobile # _____ Fax # _____ Email. _____

5 Present Occupation (Give full details) _____

6 Designation _____ Name of Company /Employer _____

7 Monthly Income Gross _____ Net _____ Pension (if retired) _____

8 Annual Income Gross _____ Net _____

9 Previous Occupation (if applicable) _____

10 Mother's Name

11 CNIC Number _____ National Tax Number. _____

12 Residential Address (if different from above): _____

13 Tel.(Off) _____ Mobile # _____ Fax # _____ Email. _____

14 Present Occupation (Give full details) _____

15 Designation _____ Name of Company /Employer _____

16 Monthly Income Gross _____ Net _____ Pension (if retired) _____

17 Annual Income Gross _____ Net _____

18 Previous Occupation (if applicable) _____

19 Spouse's Name

20 CNIC Number _____ National Tax Number. _____

21 Residential Address (if different from above): _____

22 Tel.(Off) _____ Mobile # _____ Fax # _____ Email. _____

23 Present Occupation (Give full details) _____

24 Designation _____ Name of Company /Employer _____

25 Monthly Income Gross _____ Net _____ Pension (if retired) _____

26 Annual Income Gross _____ Net _____

Section C:

Family Assets / Properties and Liabilities

1 Details of assets / Properties (Please mention current market values in Pak Rupees)

| Values of Assets | Father | Mother | Spouse | Self | Brother | Sister | Children | Total |
|-----------------------|--------|--------|--------|------|---------|--------|----------|-------|
| Business | | | | | | | | |
| Home/Flat | | | | | | | | |
| Agriculture Land/Plot | | | | | | | | |
| Car(s)/Bike(s) | | | | | | | | |
| Bank Balance | | | | | | | | |
| Investment | | | | | | | | |
| Others (etc) | | | | | | | | |
| Total | | | | | | | | |

2 Accommodation Type:

Apartment Bungalow Town House Other

3 Accommodation ownership:

Family Owned Rented Other

4 If owned, area of plot Constructed (Covered) area of the house

5 Locality of the house _____

6 Total number of rooms in house _____ Number of bedrooms _____

7 Number of Air Conditioners in house Number of Television

8 Number of car(s)/Bike owned by the family (with make and model)

9 Any other house or flat owned by the family: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

10 Agricultural land owned by family: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

11 Bank savings Rs. _____ in the form of _____

12 Other investments Rs. _____ in the form of _____

13 Any other property or plots: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

14 Details of Liabilities (Please mention current market values in Rupees):

a) Amount Outstanding _____

b) Nature of Loan _____

c) Repayment Schedule (Please give full details) _____

d) Loan / Debt Maturity Date _____

e) Reason for Obtaining loan / debt _____

1 Monthly Family Income (Please attach supports and give full details in Pak Rupees)

| Average Monthly Income arising from | Father | Mother | Spouse | Self | Brother | Sister | Other Supporting Hand | Total |
|-------------------------------------|--------|--------|--------|------|---------|--------|-----------------------|-------|
| Business | | | | | | | | |
| House/Flat | | | | | | | | |
| Agriculture Land/Plot | | | | | | | | |
| Car(s)/Bike(s) | | | | | | | | |
| Bank Balance | | | | | | | | |
| Investment | | | | | | | | |
| Others (etc) | | | | | | | | |
| Total | | | | | | | | |

2 Annual Agricultural Income of Family _____

3 Any other form of income from Assets or other _____

4 **TOTAL FAMILY INCOME** _____

5 Family Expenditure (Please attach supports and give full details in Pak Rupees)

Provide details of family members currently studying (excluding the applicant). All costs should be mentioned in Pak Rupees (attach a separate sheet, if required):

| Name | Age | Class Level of Studies | Name of Academic Institution/City of Study | Annual Cost of Education (Include all Expenses) | Annual Financial Assistance (if Any) | Source of Financial Assistance (if any) |
|------|-----|------------------------|--|---|--------------------------------------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Provide details of family members (living with your family) that are not mentioned (attach a separate sheet, if required):

| Name | Age | Relationship | Qualification |
|------|-----|--------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

a) Total number of Family members:

b) Total number of Siblings:

c) Number of Siblings Married:

d) Number of Siblings living with family:

e) Number of Siblings are Studying:

6 Income and Expense Statement:

| (A) Monthly Family Income | Total (Rs.) |
|---|--------------------|
| i) Family members' earning (including the applicant). | |
| ii) Income/support from other sources | |
| Total family income (A(i) and A(ii)) | A |
| (B) Monthly Family Expenditure | |
| i) All Educational Expenses (excluding applicant) | |
| ii) Accommodation/Rent | |
| iii) Utility bills (Average Last Six Months) | |
| Telephone / Mobile | |
| Electricity | |
| Gas | |
| Water | |
| iv) Household Expenses (food, etc.) | |
| v) Medical | |
| vi) Transportation/Fuel Consumption | |
| vii) Income Tax | |
| viii) Property Tax | |
| ix) Any Other Expenditure (not mention above) | |
| x) Miscellaneous (specify:_____) | |
| Total family expenditure (add B(i) to B(vii)) | B |
| Net disposable Income | (A minus B) |

If the net disposable income is negative, i.e., expenditures are greater than the family income, provide an explanation of how the family manages to meet this shortfall:



Financial Need Analysis Form

Name:

Institution:

Course of study: Expected date of graduation:

| Academic Expenditures | Per Semester fee X No. of Semesters | Yearly (Rs.) |
|---|--|--------------|
| 1. Admission/Annual charges (excluding refundable amount) | | |
| 2. Tuition fee (including non-refundable charges) | x | |
| 3. Examination fee | x | |
| 4. Books and Project material expenses | x | |
| 5. Transportation expenses from current residence to university*(university or public bus charges to and from the campus) | | |
| *Don't include traveling cost such as air fare/bus fare for traveling from one city to another | | |

| BOARDING AND LODGING EXPENDITURES | Monthly Expenses x | Yearly (Rs.) |
|--|--------------------|--------------|
| 6. Hostel cost (for applicants living outside city of permanent residence) | x | |
| 7. Food cost (for applicants living outside city of permanent residence) | x | |
| TOTAL EDUCATIONAL EXPENSES (add 1 to 7) | A | |

| FAMILY CONTRIBUTION AND FINANCIAL SUPPORT | | |
|---|----------|--|
| a) Parental contribution | | |
| b) Bank/Co-operative society loan | | |
| c) Scholarship/Assistance from the institution/university | | |
| d) Others grants (please specify) _____ | | |
| TOTAL CONTRIBUTION (add a to d) | B | |

| | | |
|--|------------|--|
| AMOUNT REQUESTED FROM IBA FOR ONE ACADEMIC YEAR (Total Educational Expenses minus Total Contribution) | A-B | |
|--|------------|--|

Have you applied for any other scholarship/loan from the university or other source(s)? Yes () No ()

If yes, provide details in the table below (attach a copy of the offer letter(s) or any evidence in support of the same):

| Funding Source | Funding Type (Loan, Scholarship, etc.) | Is the Funding Confirmed? (Yes / No) | Expected Amount (Rs.) |
|----------------|--|--|--------------------------|
| | | | |

If no, provide the reason(s):

How did you pay out this year's fees(i.e., admission fee, tuition fee, other charges, etc.)? Provide details below:

| Source(s)* | Amount (Rs.) | Repayable (Yes/No) |
|------------|--------------|--------------------|
| | | |
| | | |
| | | |

*Sources: Self, savings, borrowing from relatives/family friends, loans, etc



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. Further, 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 admission of the Applicant will be cancelled in case of 1st Semester students.
- In case of existing students, immediate repayment of the total Scholarship along with a fine amounting to the Scholarship paid to the student will be required. Such a student will also be disqualified for applying for any further loan / scholarship.

_____ Date

_____ Signature of Parent / Guardian

_____ Signature of Applicant

References (Excluding Parents / Guardian):-

1. Name _____

Relationship: _____

Home Address _____

Business Address _____

Contact Information: Residence: _____ Office: _____ Cell: _____

CNIC#: _____ Signature: _____

2. Name _____

Relationship: _____

Home Address _____

Business Address _____

Contact Information: Residence: _____ Office: _____ Cell: _____

CNIC #: _____ Signature: _____