

Financial Aid application procedure and documents list 2019-2020

How to apply for Financial Aid?

To apply, all financial aid applicants are required to follow the given steps:

Step 1: Collect financial aid processing fee challan form from the help desk at the entrance of Ahmed Saeed Administration Building (ASAB).

Step 2: Deposit the financial aid processing fee of Rs 500 at the on-campus HBL branch.

Step 3: Make sure your FCCU email account is activated. For email account login, visit Room # 204 in Ahmed Saeed Administration Building (ASAB).

Step 4: Drop office copy of paid challan form at the dropbox/financial aid window # 15 Ahmed Saeed Administration Building (Please write your contact no. and college email address at the back of office copy).

Step 5: Financial aid application form account login access will only be emailed at your FCCU activated email account.

Step 6: After filling out and submitting the online financial aid application form, printed form along with all the required documents will be submitted at financial aid office window #15, ASAB before the prescribed deadline.

List of documents to be attached with Financial Aid Form

General Documents:

- Copies of CNIC (above age 18) and B form (below age 18), of all members of the family.
- Character/Conduct Certificate duly signed by College Chief Proctor (for newly admitted /continuing students respectively)
- Copy of Utility Bills (Last month) – Electricity, Water, Gas, Telephone etc
- Fee receipts & Fee Concession (Scholarship/Loan) document(s) of sibling(s)

Income Documents: Income certificates of all earning members of the family – this includes

- Salary slip of last month for salaried person
- Resignation letter/ Clearance letter, if jobless.
- Income certificate on business letter head for self employed or businessman
- Copy of complete Pension book / Retirement Order/ Final Settlement
- Copy of any rental/lease agreement for income generation(if any)
- Any family member working overseas must provide work related evidence and Income transaction proof sent to the family through Western Union/ bank account statement etc
- A certificate/proof/ legal affidavit in case of any other income source

Supporting Documents

- Last 3 years bank statement of all earning family members
- Last 3 years Business Bank Statement
- Copy of latest income tax return registered against any family member
- Copy of wealth statement
- Copy of Fard-e-Malkiat from Land Registering Authority in case of agricultural land
- Copy of agreement of rented accommodation or allotment letter in case the property has been provided by the employer
- Copy of loan document(if any)
- Copy of Death/Disability Certificate (if any)
- Kinship Proof : copy of Result Card/Degree or Alumni Card (if any)
- Third Party Acknowledgement Letter
- Copy of Saving Certificates/ Bonds/ Shares or any other investments etc (if any)
- Medical bills/ expenditure related documents (if any)

Any other document/proof demonstrating financial need