

Financial Aid Application Procedure & Documents list 2022-2023

How to apply for Financial Aid?

Interested candidates are required to follow the given steps:

Step 1: Send email at financialaid@fccollege.edu.pk from student official Email ID to get financial aid form.

Step 2: Online access (username and password) of the financial aid application will be emailed.

Step 3: Rs.500 processing fee will be charged to applicants under student Empower account.

Step 4: After filling out and submitting the online financial aid form, printed copy of online form along with all the required documents should submit on/ before the prescribed deadline in person at financial aid office window #15 or send it at the following mailing address through courier:

Room # 15, Financial Aid Department
Ahmed Saeed Admin Block
Forman Christian College (A Chartered University)
Ferozepur Road, Lahore
Phone: 04299231581-88 Ext 331

List of documents to be attached with Financial Aid Form

General Documents

1	Copy of CNIC (above age 18) and B form (below age 18), of all members of the family
2	Character Certificate (For newly admitted students)
3	Conduct Certificate duly signed by Chief Proctor (For existing students only)
4	Kinship Proof : Copy of Result Card/Degree or Alumni Card (If any)
5	Copy of Death/Disability Certificate (If any)

Income Documents

1	Salary Slip of Last Month, Tax Return and 3 Years Bank Statement for Salaried Persons
2	Income Certificate on Business Letter Head, Tax Return and 3 Years Business Bank Statement for Self-Employed or Businessman
3	Resignation/Termination Letter if Jobless (Daily Wagers/ Private Workers Must Provide an Affidavit with Explanation of Loss of Work)
4	Copy of Complete Pension Book / Retirement Order/ Final Settlements
5	Copy of any Rental/Lease Agreement for Income Generation
6	Remittance Receipt must be Provided for Overseas Employment
7	Any Saving Certificates/ Bonds/ Stocks Generating Income
8	Land/Agriculture Proof (Fard-e-Malkiat, Income Certificate on Stamp Paper, 3 Years Bank Statement)
9	A Certificate/Proof/ Legal Affidavit in case of any other Income Source

Expenses Documents

1	Copy of Utility Bills (Last month) – Electricity, Water, Gas, Telephone etc
2	Fee Payment Receipts of Sibling(s)
3	Fee Concession (Scholarship/Loan) Documents
4	Copy of Rental/Lease Agreement
5	Copy of Loan Document
6	Medical Bills/ Expenditure Related Documents
7	Any other document/proof demonstrating financial need