

Karachi School of Business & Leadership Financial Assistance Application Form

Financial Assistance 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.

PROVIDING FALSE INFORMATION

Providing false information may result in one or all of the following:

- Cancellation of admission.
- Initiation of legal proceedings.
- Disqualification for award of any future loan/financial assistance.
- Refund of all the payment received and / or a penalty equal to total Financial Assistance amount.

INSTRUCTIONS FOR FILLING OUT THE FA APPLICATION FORM:

- ✓ Fill in the form using black ball point pen.
- ✓ Read the application form carefully.
- ✓ Cutting or amendment on the form is not allowed.
- ✓ Submit duly completed application form to the KSBL Admission Office / Financial Assistance Office by post.
(Postal Address: KSBL, Stadium Road, Opp. Liaquat National Hospital, Karachi, Pakistan)
- ✓ Furnish factual, comprehensive and authentic information in the form.
- ✓ For family financial reporting parents/guardian may be consulted for guidance.
- ✓ Whenever in doubt, seek help from KSBL Financial Assistance 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”

Definitions:

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

Application Form Check List

Description

Tick the relevant

- | | |
|------------------------------------------------------------------------|--------------------------|
| 1. Salary Certificate of | <input type="checkbox"/> |
| a. Self | <input type="checkbox"/> |
| b. Father | <input type="checkbox"/> |
| c. Mother | <input type="checkbox"/> |
| d. Spouse | <input type="checkbox"/> |
| 2. Copies of (03) months utility bills | <input type="checkbox"/> |
| a. Electricity | <input type="checkbox"/> |
| b. Gas | <input type="checkbox"/> |
| c. Telephone | <input type="checkbox"/> |
| d. Water | <input type="checkbox"/> |
| 3. Bank Statements of self and all earning members of last 1 year | <input type="checkbox"/> |
| 4. CNIC copy of self and parents | <input type="checkbox"/> |
| 5. Attested copy of rent agreement (if applicable) | <input type="checkbox"/> |
| 6. Copies of last & latest fee receipts of self, spouse and siblings * | <input type="checkbox"/> |
| 7. Tax Return (if applicable) | <input type="checkbox"/> |
| 8. Copies of previous scholarship(s) attained (if applicable) | <input type="checkbox"/> |
| 9. Copy of Valid Passport (if available) | <input type="checkbox"/> |
| 10. Cover application letter of maximum one page** | <input type="checkbox"/> |

* Siblings are brother & sisters.

** Briefly describe personal background and financial need.

DO's:

- Send your application by post to the KSBL Campus.
- Place documents in right order as per above sections (1 to 10)
- Put all amounts in Pak Rupees.
- 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 NOT:

- Provide False/vague/ incomplete information.
- Overwrite/ scratch on the form.

For any necessary information and assistance write to financialassistance@ksbl.edu.pk

Applicant Personal and Family Information

- 1) **Applicant's Name:** _____ Gender: Male Female
- 2) KSBL Application PIN:

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- 3) Applicant CNIC:

						-											-		
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- 4) Marital Status: Single Married Divorced
- 5) Date of Birth: _____ Age : _____ Nationality _____
Place of Birth (Name of City, Country) _____
- 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)
Designation: _____ Name of Employer /Company: _____
- 10) Previous Employer/Company Name (if applicable): _____
- 11) Total Monthly Applicant Gross Income in Pak Rs. _____
- 12) Total Monthly Applicant Take Home Net Income* in Pak Rs. _____
- 13) Total Annual Applicant Net Income: _____ Applicant NTN No. _____
- * Take Home Net 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 Dependents/ Brothers/ Sisters

S #	Name of Family Member (s)	Relationship	Marital Status	Remarks (Please mention if they are your dependents)
1				
2				
3				
4				
5				
6				
7				

18) Children /Sisters/Family Members studying _____

19) Estimated monthly cost of all family members studying _____

20) Father Name: _____

a) Father Status: Alive Deceased (if deceased please mentioned the date of demise (dd-mm-yy) _____)

21) Professional Status: Employed Retired

a) Designation: _____ Name of Employer / Company: _____

b) Total Monthly Gross Income: _____

22) Mother Name: _____

a) Mother Status: Alive Deceased (if deceased please mentioned the date of demise (dd-mm-yy) _____)

23) Marriage Relationship: Combined Separated/Divorced

24) Professionals Status: Employed Retired

a) Designation: _____ Name of Employer / Company: _____

b) Total Monthly Gross Income: _____

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)						
25	Total						

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

26. Total Earning Members in Family: _____

27. Total No of family members not earning _____

28. Details of Spouse or any Other Family Members Earning

S #	Family Member Name	Relationship	Monthly Income from Assets (Sec. 25)	Monthly Net (Take home) Pay/Earning	House hold Total Monthly Income
1					
2					
3					
4					
5	Applicant Monthly Net (Take home) Income				
28-A	Total Monthly Income in Pak Rupees				
28-B	Total Annual Income in Pak Rupees				

FAMILY EXPENDITURES

29. Accommodation Expenditures (Please Check the relevant boxes)

Type: Bungalow Apartment /Flat Town House Village House

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

Rent Payment: Self Employer/Govt Others

Total Size of the House in Sq. ft. _____ Covered Area in Sq. ft. _____

**if self or family owned then kindly provide approximate asset valuation information. Attach additional sheet if required.

30. 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

31. **Monthly Food /Kitchen Expenditures** _____

32. **Medical Expenditures:** Average of last six months (Per Month Expenditure)_____

33. **Travelling/ Miscellaneous Expenditures***

Average of last six months (Per Month Expenditure) _____

*Please provide details of these expenses

34. Total Family Expenditures

S #	Education Expenditure (Sec. 19)	Accommodation Expenditure (Sec. 29)	Utilities Expenditure (Sec. 30)	Food Expenditure (Sec. 31)	Medical Expenditure (Sec. 32)	Misc. Expenditure (Sec. 33)	Total Monthly Expenditure (34.A)	Total Annual Expenditure (34.B)

S #	Description	Amounts in Pak Rupees
(Sec.28-B)	Total Annual Income	
(Sec. 34-B)	Total Annual Expenditure	
34-C (28.B – 34.B)	Net Annual Savings	

I am eligible for Zakat Fund Scholarship

I am not eligible for Zakat Fund Scholarship

If eligible, please sign the declaration

Zakat Scholarship Eligibility Declaration:

I,, aged, son/daughter of....., resident of, am Muslim, sane and adult, and declare that I am eligible for zakat, by which I mean that I do not possess 7.5 tola of gold or 52.5 tola of silver, or cash and/or business assets in any combination equivalent in value to either 7.5 tola of gold or 52.5 tola of silver. If at any time, during my studies at KSBL, the *net worth of my assets equals or exceeds the value, I shall notify the Financial Aid Office immediately. I also declare that I am not Syed (Hashmi), from the progeny of any one of Hazrat Hasan (RA), Hazrat Hussain (RA), Hazrat Abbas (RA), Hazrat Haris (RA) or Abu Talib, and hence am allowed to accept zakat.

I hereby assign the management or representative of KSBL as wakeel/agent to collect or receive zakat on my behalf and utilize it on deserving students for the purpose of tuition.

Note:

*Net worth: Personal ownership (not of parents or siblings) – payable or debts

Fee payable on your name becomes your personal payable.

Signature: _____

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