

PART-C

1. PARTICULARS OF STUDENT

Student Name (in block letters)										Father Name (in block letters)										Relation Son/Daughter	

2. CNIC OF STUDENT

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3. REGISTRATION NO. _____

4. PARTICULARS OF PRESENT STUDY

Name and address of the institution where studying	Name of Board / University which has Accredited the institution	Certificate / Degree	Year of present studies / (In case of semester system, please write No. of present semester e.g. 1 st , 2 nd , 3 rd)	Date of commencement of the study program applied for payment	Duration of the Certificate / Degree

5. DETAIL OF LAST CERTIFICATE/DEGREE/POSTGRADUATION FROM BOARD / HEC RECOGNIZED UNIVERSITY/INSTITUTION/COLLEGE

Name and address of the Institution last attended	Name of last examination passed	Academic Session	Board / University	Marks / CGPA obtained			Passed in Annual / Supplementary examination
				Total	Obtained	%	

6. POSTAL ADDRESS AND CONTACT NO. OF EMPLOYEE/BENEFICIARY/APPLICANT

Postal Address: _____
 Telephone No. _____ Mobile No. _____
 Email (if any): _____

(Signature of the Student)

PART-D

(To be filled in by the Head of the Educational Institution where the student is enrolled)

1. Certified that Mr./Miss S/o/D/o..... is a bonafide student of this college / institution / university, studying in Certificate / Degree programme of..... in year / semester and that the particulars furnished by him/her in Part "C" of this application form are correct.
2. Certified that Mr./Miss S/o/D/o..... had obtained marks / CGPA during last year of studies / last two semesters, out of total marks / CGPA of..... which in term of percentage comes to.....%. His/her date of admission to the present programme is
3. Certified that this college / institution / university is a Public /Private sector college / institution / university, recognized by Board/ HEC / affiliated with HEC recognized University.

Postal Address and Contact No. of College / Institution / University:	Signature and by name Stamp of Head of the College / Institution / University

Note:- It is clarified that if your child is studying in professional disciplines in public sector universities / colleges / institutes as specified in Rule 25-A then you are allowed to apply either for the benefit of Fee Reimbursement or for the benefit of Stipend (rate of educational stipend in professional studies at present is Rs. 40,000 per academic year per student on obtaining 70% marks), for your maximum of two children in a financial year. Both of the benefits are not allowed / paid at a time to a student. The educational benefit (either stipend or re-imburement of fee) once opted to FEB & GIF for a student shall not be changed during the whole prescribed tenure/period of studies / degree programme.

Attested photo copies on A-4 size paper of the following documents alongwith covering/forwarding letter of department are to be submitted with this application:

Documents about employee	Documents about Student
1. CNIC of employee and beneficiary	1. For degree programmes, copies of annual / semester result (for Islamic university course registration/permission form), (for COMSATS university progressive result) and transcript results verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar / HOD of the concerned subject or any authorized officer of the University / College / Institute including the Principal / Vice Principal. The verification would be made under official stamp and official landline number for subsequent confirmation/authenticity of the said verification.
2. In case of female employee, CNIC of her Husband. (Both sides of all CNIC's must be copied on A-4 size paper(s)).	2. For degree programmes, copies of transcript / detailed marks sheet verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar / HOD of the concerned subject or any authorized officer of the University / College / Institute including the Principal / Vice Principal. The verification would be made under official stamp and official landline number for subsequent confirmation/authenticity of the said verification.
3. Latest pay slip of employee attested by head of office / DDO showing complete detail of BF & GI deductions (02 copies).	3. University / college / Institution admission offer letter.
4. In case of deputationist, copy of deputation order/ notification.	4. Copies of certificates of matriculation / intermediate shall be verified by the Principal / Vice Principal of concerned college / institute.
5. In case of retired employee, Pension Payment Order and Retirement Order / Notification.	5. CNIC or Form 'B' of the student. (Both sides of CNIC must be copied on A-4 size paper)
6. In case of retired employee last pay slip showing complete detail of BF & GI deductions duly verified by DDO.	6. Original Bank paid fee Challans for fee reimbursement pasted on A-4 size paper.
7. In case of deceased employee, a copy of Death Certificate.	7. In case of detail of fee is not given on fee challans, a certificate from the university Treasurer/AO/ college / institute regarding detail of fee (i.e. tuition fee, registration fee, sports fee, library fee, lab fee etc).
8. In case of death of both the employee and his/her spouse, copies of their death certificates.	8. In case of online fee payment directly paid in the university account, fee challan showing detail of fee along with university verified copy of student ledger showing university A/C No. and detail of amount of fee deposited for the specific semester for which reimbursement is being applied and copy of bank manager's verified statement of a/c of the applicant showing transfer of semester fee into the university's a/c are required..
9. In case of deceased employee Benevolent fund card copy and pension payment order in favour of beneficiary.	9. HSSC/Bachelor degree annual result (before improvement / supplementary) duly attested.
10. List of family members.	10. In case of loss of original fee challan, phot copy of challan attested by Bank and University along with an affidavit by the employee.
11. Divorce Deed (in case of separation of female employee)	