

Mawakhat Assistanceship Form			Pages:07	
Department: Finance	Effective Date: 01-03-2022	Code: IIMCT/FIN/XX/PM/002/F-004	Revision: 01	
		<b>Riphah International University</b> <b>Islamic International Medical College Trust</b>		

## Application Form for Mawakhat Assistanceship

(Need Cum Merit Base)

### Personal Information:

Student Name:		Application Date:		
Marital Status:		Degree Program:		
Father's Name:		Father's Status:	Live	Deceased
Student's SAP ID:		Intake Batch:		
Current Semester:		Current Term:		
Riphah's Campus:		Riphah Boarder:	Yes	No
Contact Email:		Cell/Tele#:		
Home Address:				
Have you enrolled courses/modules in current semester/term?			Yes	No
Mention date when you enrolled courses/modules for current semester/term.				
Mention number of courses/modules you enrolled for current semester/term.				
Payment of first installment of fee for current semester/term and total amount of arrears for preceding semesters/terms (if any) is necessary for acceptance of this application. Have you paid required amount?			Yes	No
Mention amount of fee paid for current semester/term.				
Mention total amount of fee and dues outstanding to date.				
Mention amount of arrears outstanding for preceding semesters/terms.				
Submission of application for financial assistance (FA) is necessary within 15 days of start of current semester/term else application is considered for FA in next semester/term. Are you submitting this application with 15 days of start of classes?			Yes	No

### Financial Change Information:

Particulars		Amount in PKR
a.	Total amount of annual family income(s) at the time of admission:	
b.	Total amount of annual family income(s) today:	
c.	<b>Financial Change after Admission (a-b):</b>	
<u>Brief reason of change in income:</u>		

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**Family Information:**

Particulars of Father			Particulars of Mother		
Name:			Name:		
Status	Live	Deceased	Status	Live	Deceased
Profession:			Profession:		
Designation:			Designation:		
Organization:			Organization:		
Country of Stay:			Country of Stay:		
Monthly Income:			Monthly Income:		

Particulars of Fee Sponsor		Particulars of Spouse	
Name:		Name:	
Relation (with Student)		Father's Name	
Profession:		Profession:	
Designation:		Designation:	
Organization:		Organization:	
Country of Stay:		Country of Stay:	
Monthly Income:		Monthly Income:	

**Mention particulars of all immediate family members residing with your family:**

Total family members residing with your family (whether dependents or not): \_\_\_\_\_

Sr#	Name	Age	Relation with Student	Marital Status	Study Level	Occupation	Institution/ Organization	Country of Stay
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

(use extra sheet if required)

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### Information of Assets in the ownership of family members:

Sr No.	Name	Location	Area (in acre/marla/sq.ft)	Present Value (Pak Rs.)
1.	Agricultural Land			
2.	Commercial Plot			
3.	Residential House			
4.	Residential Plot			
5.	Rented Buildings			
6.	Shops			
7.	Gratuity received			
8.				
9.				
<b>Total Amount (Pak Rs.)</b>				

### Information of Annual Family Income:

Sources of Income	Amount Per Year (Pak Rs.)
Father's Salary/ Business Income	
Mother's Salary/ Business Income	
Personal Salary/ Business Income	
Brother's Financial Support to family	
Sister's Financial Support to family	
Any other Relative's Financial Support to family, (Please mention relation with student)	
Agriculture Income	
Rental Income (if any)	
Pension	
Profit on Investment	
Foreign Source Income (If any)	
<b>Total Amount (Pak Rs.)</b>	

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### **Information of Loan(s) Taken:**

Please provide details of loan taken from financial institutions/family/friends (*Attach evidence for each item*):  
(use extra sheet if required)

Sr. No.	Name of Lender (Person/Bank/Organization)	Purpose	Date of loan availed	Principal Amount (PKR)	Annual Repayment (PKR)	Outstanding Balance (PKR)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
<b>Total Amount (Pak Rs.)</b>						

### **Information of Annual Family Expenditure:**

Expense Heads	Amount Per Year (Pak Rs.)
Telephone Bills	
Gas Bills	
Electricity Bills	
Food/Grocery/Household	
Salary House Servants	
Medical Expenses (if any)	
Rental Expenses (if any)	
Family Member's Educational Expenses	
Donations/Zakat	
Loan Re-payments	
Insurance Premium	
<b>Total Amount (Pak Rs.)</b>	

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**Student’s Academic Performance:**

Academic Performance (Preceding Degree Programs)		Academic Performance (Current Degree Program)	
Stage	Marks/CGPA	Stage	Marks/SGPA
<i>Matric/O-Levels</i>		<i>1st Semester/Term</i>	
<i>FA/F.Sc./A-Levels</i>		<i>2nd Semester/Term</i>	
<i>BA/B.Sc. (02 years)</i>		<i>3rd Semester/Term</i>	
<i>BS Honour’s (04/05 years)</i>		<i>4th Semester/Term</i>	
<i>MA/M.Sc/M.COM (02 years)</i>		<i>5th Semester/Term</i>	
<i>MBBS/BDS</i>		<i>6th Semester/Term</i>	
<i>MS/M.Phil</i>		<i>7th Semester/Term</i>	
<i>Ph.D</i>		<i>8th Semester/Term</i>	
		<i>9th Semester/Term</i>	
		<i>10th Semester/Term</i>	

**Student’s Request for Financial Assistance:**

Sir, I request you for award of financial assistance amounting to Pak Rs. \_\_\_\_\_ equal to \_\_\_\_\_ percent tuition fee of current term/semester of my mentioned degree program. Below mentioned financial change/financial hardship(s) disclosed after my admission to Riphah International University compelled me to apply for this assistanceship:

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## Undertaking

1. I have attached below documents relevant to my application;
  - i. For salaried persons latest salary slips (of last three months) or salary certificate issued by employer. Retirement/Termination letter in case left the job.
  - ii. Income certificate from relevant authority in case of Business/Private Practice/ Agriculture land will be accepted.
  - iii. Copy of latest Income Tax return and Wealth Tax statements of all earning members (Where applicable).
  - iv. Bank account statement for latest one year.
  - v. Evidence of educational expenses paid by the family for last six months.
  - vi. Evidence of scholarship or assistance received by siblings to complete their education.
  - vii. Copy of Electricity, Gas and Telephone / Mobile Bills (for last three months).
  - viii. Documentary evidence of all investment held. (Saving certificates, fixed deposits, insurance policies, Gratuity, Provident Fund etc.)
  - ix. Copy of lease / rental agreement of all properties taken / given on lease / rent.
  - x. Documentary evidence of loan taken with its updated repayment schedule.
  - xi. Medical diagnostics/treatment evidences along with expenses details.
  - xii. Evidence of divorce in case mother is handling fee matters herself after separation.
  - xiii. Any critical information which is not covered above but seems necessary can be enclosed in writing as a separate sheet with evidence (if applicable).
2. I understand that submission of this application does not guarantee award of financial assistance, nor does it absolve me of any financial responsibility in relation to study at Riphah.
3. The information given in this application is complete and true to the best of my knowledge. I understand that concealing information or providing incorrect information will result in denial of financial assistance or recover the amounts awarded as assistanceships to date for hiding/providing false information and may also result in strict disciplinary action, including possible expulsion from the university.
4. I have been informed that students of semester system need to achieve semester GPA of 3.20 however students of MBBS/BDS are required to clear their respective prof in 1st. Annual exam with good marks to remain eligible for Mawakhat Assistanceship along with financial deservedness.
5. I agree to abide by the decision of the Financial Assistance Committee and that university reserves the right to verify the information/evidences provided by me. Assistanceship shall be available under need cum merit base subject to approval. University has discretion to accept/reject the application, revoke the assistanceship or revise the policies as deemed necessary by the authorities' time to time.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parents/Guardian/Fee Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signatures must match as given on personal CNIC, attach copies of CNIC for verification)

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**Interview details by site in-charge F&D:**

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I have confirmed that student has filled all information required in this application form. Relevant documents are attached in evidence to given information. Given information has been compared with evidence annexed by the student and is found;

- 1. Matched (Please mark √ if applicable)
- 2. Does not match (Please mark √ if applicable)
- 3. Discrepancy (if any) \_\_\_\_\_

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\_\_\_\_\_  
 Signature and Stamp  
 Site In-charge F&D

**Recommendation of DEAN/Director/Principal**

Please specify your recommendation in absolute terms for clarity of decision enabling organization to spend its precious resources for genuine deserving students to make their future better as a prime social responsibility. Reflection of better use of Riphah’s strategic priority “Amanah” is also expected in your recommendation.

I have interviewed the parents/sponsor of student. In the light of student’s academic performance, facts mentioned in application, annexed evidences and assessment during interview, his/her application is:

- 1. Regretted  (Please mark √ if you are not satisfied)
- 2. found deserving, need our financial help to complete his/her studies at Riphah and is recommended” for \_\_\_\_\_ % Financial Assistance on tuition fee for;
  - a. Entire duration of the degree program. (Please mark √ if recommended)
  - b. For one time only. (Please mark √ if recommended)
- 3. Any other remarks: \_\_\_\_\_

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\_\_\_\_\_  
 Signature and Stamp  
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