

Indus Valley School of Art & Architecture

A not-for-profit degree awarding institution under Sindh Government Act No. XVI of 1994
Approved u/s 2(36)(C) of the Income Tax Ordinance 2001 for the period from January 01, 2009 to December 31, 2009



APPLICATION FOR FINANCIAL ASSISTANCE

INSTRUCTIONS

1. Please type or write legibly in block letters in pen or ball point.
2. Answer all questions. Those not applicable should be marked N/A. All required documents listed below are to be attached.

Tick if enclosed

- a. Parent's / Guardian's recent Salary Certificate from employer(s).
 - b. Copy of last Income Tax assessment.
 - c. Copy of last Wealth Return
 - d. Details of investment / real estate owned by the family (include location, size & current market value).
 - e. Any other relevant documents necessary to support your application. (please specify)
3. Please return your completed form before **13-11-2009** to the Accounts Office. Late applications will not be considered after this date.
 4. If any family member has availed Financial Assistance. Attach details.

IMPORTANT

- a. Applicants are reminded that it is their responsibility to submit a completed application, along-with necessary supporting documentation. They should be fully aware of the family's financial status so that they are able to help the Financial Assistance Committee to make a fair assessment of their requirement.
- b. Foundation Year students and students of all other semesters, whose SGPA is below 2.30 and 2.50 respectively at the end of the semester will not be entitled to receive any Financial Assistance. When their SGPA increases to the required level restoration of Financial Assistance will be considered.

FINANCIAL ASSISTANCE FORM

Application for Financial Assistance for the Year _____

Name _____ Roll No. _____

Father's / Guardian's name _____

Profession of father / guardian (give details) _____

Business address of father / guardian _____

Self employed _____ Yes _____ No _____

Gross Income _____

Profession of mother (give detail) _____

Business address of mother _____

Self employed _____ Yes _____ No _____

Gross Income _____

Any other family member earning and assisting (give details including annual income) _____

Total family income per annum Rs. _____

Number of dependent family members :

Name	Relationship	Age	Occupation	*Educational expenses p.a.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Educational institution last attended by the applicant with address _____

Total tuition fee and other related expenses incurred in the last 2 years of education:

a) Tuition Fee _____ b) Other charges _____

How was it financed? _____

Give details of previous financial assistance received for education, if any _____

1. Bank account(s) - Please attach statement of last six months.
2. Income from investments in bonds, security and other business. Give details of ownership and annual income from property.

* A certificate from the institution is recommended.

FAMILY EXPENDITURE

1. ACCOMODATION

1. If rented, what is the annual rent _____ Is it paid by self / employer

2. Family owned Apartment Bungalow Town house

Covered Area _____ Number of rooms _____

Address: _____

3. Utilities Expenditure(monthly) Gas _____ Electricity _____

Telephone _____ Water _____.

(Please attached copies of latest paid bills)

4. Education and transport expenses (monthly) excluding the applicant's

Tuition, books & stationary _____

Others (please specify) _____

Car _____ monthly fuel consumption _____ (detailed required)

5. House hold expenditure(Per Anum)

Food _____

Toileteries _____

Servent (Cook, Gardener, etc) _____

6. Personal Expenses (Per Anum)

Clothes _____

Personal grooming _____

Others _____

7. Taxes (please specify)

I _____

II _____

III _____

Licenses _____

8. Travel (In Pakistan and abroad during the past two years. Please give details with approximate expenditure per visit).

9. Any other expenditure _____
(not mentioned above)

TOTAL EXPENDITURE _____

What alternative arrangements have you made to finance the educational expenses at IVSAA?

Have you approached any other agency for assistance for your education i.e. Banks, Parent's / Guardian's employers or any other agency?

Agency	Amount applied for	Outcome
_____	_____	_____
_____	_____	_____
_____	_____	_____

amount of Financial Assistance
requested from IVSAA : Rs. _____
for the year 2010

The information given in this application is true to the best of my knowledge and I understand that any incorrect information will result in the cancellation of this application. If any information given in this application is found incorrect or false after grant of financial assistance, the School will stop further assistance and will have the right to claim refund of the amount already utilized.

Date

Signature of parent / guardian

Signature of applicant

Indus Valley School of Art & Architecture

ST-33, Block - 2, Scheme 5, Clifton, Karachi - 75600

UNDERTAKING

I _____ S/o. / D/o. _____
residing at _____
recognise that by repayment of the Financial Assistance, I shall be helping other students like
myself acquiring education at the IVS in future

In this respect I agree to pay back the total amount owed by me within the period of five years, in
instalments, after I have graduated.

I shall also be bound to repay the total amount of Financial Assistance immediately / within the
period of six months if I leave the School before graduation.

In case I fail to repay the Financial Assistance I authorise the School management to get it
reimbursed on instalments from my employer, or to take any other suitable action to recover the
outstanding amount.

_____	_____	_____
Name of the Applicant (in block letters)	Signature	Date

UNDERTAKING BY PARENT / GUARDIAN

I undertake and encourage and assist my child / ward to the fullest extent in repaying Financial
Assistance taken for the purpose of education from IVSAA.

_____	_____	_____
Name of Parent/Guardian	Signature	Date

GUARANTEE OF GOOD STANDING

(Applicant) and his / her family are known to me for ____ years and I believe they will repay the
Financial Assistance as promised. In the event of their failure to do so I hereby undertake to
repay the assistance availed by _____.

_____	_____	_____
Name	Position	Address

Indus Valley School of Art & Architecture

ST-33, Block - 2, Scheme 5, Clifton, Karachi - 75600

PROMISSORY NOTE

I _____ S/o. / D/o. _____ residing at _____
_____ hereby agree to abide
by the conditions which govern the granting of Financial Assistance to complete my studies.

I further unconditionally agree to pay back the total amount owed by me within the period of 5 years in instalments after I have graduated.

I shall also be found to repay the total amount of Financial Assistance immediately / within the period of six months if I leave the School before graduation.

In case I fail to repay I authorise the School management to get it reimbursed on instalments from my employer.

Due to failure in repayment of Financial Assistance, the School management is authorised to recover the amount as per suitable legal manner applicable.

Name in block letters with signature

Date

Guarantor :

Name (Guardian)

Signature

Date

Address : _____

Witness : _____
Name Signature Date

Address : _____