

# Financial Aid application procedure and documents list 2020-2021

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## How to apply for Financial Aid?

To apply, all financial aid applicants are required to follow the given steps:

**Step 1:** Send email for form access at [financialaid@fccollege.edu.pk](mailto:financialaid@fccollege.edu.pk)

**Step 2:** Rs.500 processing fee will be charged to applicants under student Empower account.

**Step 3:** Online access (username and password) of the financial aid application will be emailed.

**Step 5:** After filling out and submitting the online financial aid form, printed copy of online form along with all the required documents should arrive on/ before the prescribed deadline 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:

- Copies of CNIC (above age 18) and B form (below age 18), of all members of the family.
- Copy of Utility Bills (Last month) – Electricity, Water, Gas, Telephone etc
- Fee receipts & Fee Concession (Scholarship/Loan) document(s) of sibling(s)

**Income Documents:** Income certificates of all earning members of the family – this includes

- Salary slip of last month for salaried person
- Resignation letter/ Clearance letter, if jobless.
- Income certificate on business letter head for self employed or businessman
- Copy of complete Pension book / Retirement Order/ Final Settlement
- Copy of any rental/lease agreement for income generation(if any)
- Any family member working overseas must provide work related evidence and Income transaction proof sent to the family through Western Union/ bank account statement etc
- A certificate/proof/ legal affidavit in case of any other income source

### Supporting Documents

- Last 3 years bank statement of all earning family members
- Last 3 years Business Bank Statement
- Copy of latest income tax return registered against any family member
- Copy of wealth statement
- Copy of Fard-e-Malkiat from Land Registering Authority in case of agricultural land
- Copy of agreement of rented accommodation or allotment letter in case the property has been provided by the employer
- Copy of loan document(if any)
- Copy of Death/Disability Certificate (if any)
- Kinship Proof : copy of Result Card/Degree or Alumni Card (if any)
- Copy of Saving Certificates/ Bonds/ Shares or any other investments etc (if any)
- Medical bills/ expenditure related documents (if any)

**Any other document/proof demonstrating financial need**