



# Lahore University of Management Sciences

## Document Checklist

Name: _____		Roll #: _____	
S.No	Particulars	Submitted/Not Submitted	Reason if not Submitted
1	Income certificates of all earning members of the family – This includes salary slips of last three months for salaried persons, pension books for retired, Income Tax Returns for self employed or businessman and a certificate/proof in case of any other income		
2	Utility Bills for the last 3 months (Electricity, Gas & Telephone)		
3	Bank Statement of Parents/ Guardians of all active accounts for the last 6 months		
4	Tuition Fee Voucher		
5	Hostel Voucher		
6	Any other document in order to help us ascertain your request for Installment		

**Deadline to submit from with complete set of documents is August 8<sup>th</sup>, 2014 till 04:00 PM**

Please note the following;

1. No reminders for document submission will be sent.
2. Applications/ documents submitted after the stipulated deadline will not be entertained.
3. Application with incomplete documents will not be processed further and will be rejected automatically.
4. Processing timeline is 2 working days after the receipt of complete form and supporting documents.
5. Decision taken by Office of Financial Aid (OFA) will stand final and no further appeals will be entertained.
6. Attach a copy of the voucher(s) for which you are requesting installments.



# Lahore University of Management Sciences

## Generic Information

Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Major: \_\_\_\_\_

School: \_\_\_\_\_

Home Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_

Hostelite: Yes/ No    Address: \_\_\_\_\_

### All figures should be in PKR

	Income Source	Father's	Mother's	Guardian/ Siblings
	<b>Profession</b>			
1	Annual Agricultural Income			
2	Annual Salary/ Pension			
3	Annual Return on Savings & Investment			
4	Annual Rental Income			
5	Annual Business Income			
6	Income from any other sources			
	<b>Total (1, 2, 3, 4, 5 &amp; 6)</b>	<b>A:</b>	<b>B:</b>	<b>C:</b>
	<b>Total Annual Income (A+B+C)</b>			

	Savings	Father's	Mother's	Guardian/ Siblings
1	Cash at hand			
2	Bank Account savings			
3	Fixed Savings (Certificates, bonds etc)			

	Asset Title	Asset Ownership**	Current Market Value	Area (in Kanals/ Marlas or Sq. Feet)	Location
1	House				
2	Land/ Plot				
3	Agriculture				
4	Shop/Building				
	Any Other				
<b>**In this column provide information about who owns the specific asset. It can be your father, mother, brother or grandfather etc.</b>					

	Type of Vehicle	Model	Engine Capacity	Car Ownership
1				
2				
3				



# Lahore University of Management Sciences

## Fee Installment Request Form

Have you availed an installment plan for any of your previous payments?

Yes  No

If yes, give details;

Sr. No	Semester	Payment #	Installment Amount	Deadline

Suggested Payment Request:

Sr. No	Semester	Payment #	Installment Amount	Deadline

Explain the reason for applying for an installment plan.

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Signature:

Parents/ Guardian's \_\_\_\_\_

Date: \_\_\_\_\_

Student's \_\_\_\_\_

Date: \_\_\_\_\_

Note:

- Please note that the request for installment does not apply to arrears. Installment plan will only be applicable for due payment.
- Students who have not applied for installment or did not provide relevant documentation within due date are not eligible for installment.

For Office Use Only:

Final Decision:  Approved

Not Approved

Semester:  Fall 2014

Spring 2015

Installment 1

PKR: \_\_\_\_\_

Deadline: \_\_\_\_\_

Installment 2

PKR: \_\_\_\_\_

Deadline: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_