



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore

Ph: 042-37181821-22 Email: info@lgu.edu.pk

Notification No. 262/424

Dated: 4 Oct 2024

NOTIFICATION

MINUTES OF MEETING

FINANCIAL / SCHOLARSHIP POLICY

1. An In-house discussion chaired by VC LGU was held at Conference Room on 2 Oct 2024 for revision of Financial Assistance / Scholarship Policy. Following were present in the meeting:-

- a. Registrar
- b. Treasurer
- c. All Deans
- d. Directors (Acad & QEC)
- e. Dy Registrar Acad

2. Revised Financial Assistance / Scholarship Policy was approved during the meeting as per Anx-A for implementation, please.

3. This notification supersedes our notification no. 228-24 dated 3 Sep 2024.

4. For information / necessary action, please.


Brig
Registrar

[Adnan Ahmed Khan, SI(M), (Retd)]

To: All Deans, Directors, Chairpersons, Deputy Registrars (Admin & Acad), Managers (Admissions & Marketing and Ibtida), SMO and Librarian



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore

Ph: 042-37181821-22 Email: info@lgu.edu.pk

FINANCIAL ASSISTANCE/SCHOLARSHIP POLICY

1. Lahore Garrison University offers students, faculty, and staff various scholarships and financial assistance. Scholarships include Merit, LGU employees, Garrisonian, Kinship, and Sport-based. The University also gives Defence-Based Subsidies to wards of the Armed Forces. LGU offers needs-sensitive financial assistance to talented students. Financial Assistance and scholarships are awarded based on recommendations from the financial assistance committee. The committee thoroughly evaluates each applicant using data provided by the students and their families, or any other information the University deems relevant to ensure transparency in the entire process.

2. Category-I Merit Based Scholarship

a. Merit-Based Scholarship for Faculty of Computer Sciences. Merit-based scholarships for computing departments (CS, IT & SE) will be given at the time of admission as per the below table: -

(1) Intermediate Level

% of Marks	Tuition Fee Exemption	Continuation Criteria
85% and above	50%	3.5 & Above (SGPA)
Position holder in board	100%	3.5 & Above (SGPA)

(2) A-Levels

Grades	Tuition Fee Exemption	Continuation Criteria
Straight A*	75%	3.5 & Above (SGPA)
At least two A* grades (with not less than A grade in other subjects)	50%	3.5 & Above (SGPA)

b. Merit Based Scholarship For All Other Faculties. Merit-based scholarships for all other faculties will be given at the time of admission as per the below table: -

(1) Intermediate Level

% of Marks	Tuition Fee Exemption	Continuation Criteria
65% to 69.99%	10%	3.2 & Above (SGPA)
70% to 79.99%	25%	3.2 & Above (SGPA)
80% to 89.99%	50%	3.5 & Above (SGPA)
90% to 99%	75%	3.5 & Above (SGPA)
Position holder in board	100%	3.5 & Above (SGPA)

(2) **A-Levels**

Grades	Tuition Fee Exemption	Continuation Criteria
Straight A*	100%	3.5&Above SGPA
At least two A* grades (with not less than A grade in other subjects)	75%	3.5& Above SGPA

3. **Category-II Scholarship for Defence Personnel.** A 10% Tuition Fee waiver for BS programs will be given to 100 Students (wards of defence personnel) only.

4. **Category- III Garrisonian & Kinship Based Scholarship**

a. **Garrisonian Based Scholarship – Waiver of Admission Fee**

(1) Students who passed intermediate/ A level from fol institutions/ systems, would be given an Admission Fee waiver: -

- (a) Lahore Garrison Education System (LGES)
- (b) Federal Government Education Institutions (FGEIs)
- (c) Fazaia Colleges
- (d) DHA Education System

(2) LGU Alumni taking admission in MPhil/PhD, would be given an Admission Fee waiver.

b. **Kinship Based Scholarship.** 25% concession in tuition fee for each sibling. This scholarship will be discontinued when the elder sibling passes out.

5. **Category- IV LGU Employees Scholarship. Fee Concession for an Employee, Employee's Ward(s).** Employee's ward(s) means employee himself; child/children and wife/husband of the employee, the concession is applicable as per the following criteria:

a. **For Employee and Employee's Spouse**

Employee	100 % concession in tuition fee
-----------------	---------------------------------

Employee's Spouse	75% concession in tuition fee
-------------------	-------------------------------

b. **For Employee's Children.**

	LGPS – 17 and Above	LGPS – 4 to 16
1 st Child	50% concession in tuition fee at the undergraduate level	75% Concession in tuition fee at the undergraduate level
2 nd Child	25% concession in tuition fee at the undergraduate level	50% Concession in tuition fee at the undergraduate level

c. **Eligibility criteria for Faculty: -**

- (1) Only regular faculty members with a minimum service of 2 years shall be eligible to obtain a concession in the tuition fee.
- (2) A maximum of 20% of seats shall be reserved for faculty in the Ph.D. programs.
- (3) The faculty availing the employee base scholarship, will work with LGU minimum of 5 years after completion of his/her Ph.D.
- (4) If the Faculty member resigns before completing the stipulated period as mentioned in Paragraph 5 c (3) above, he/she will reimburse the full cost associated with his/her Ph.D. to LGU.
- (5) In case faculty member and the faculty's spouse are both enrolled in the same batch, only the faculty member shall be eligible to avail concession in tuition fee.
- (6) The summer semester and extension fee if any shall not be covered under this concession scheme.
- (7) Any involvement in academic misconduct or disciplinary actions will result in immediate termination of the waiver.

6. **Eligibility criteria for Administrative Staff: -**

- a. Only regular LGU Administrative staff with a minimum service of 3 years shall be eligible to obtain fee concession.
- b. The study program must be relevant to the job/post that the administrative staff holds.
- c. A maximum of 10% of seats shall be reserved for administrative staff in all programs (graduate and Postgraduate).
- d. The administrative staff availing employee base scholarship, will provide post-qualification services to LGU as follows
 - (1) For an undergraduate minimum of 2 years
 - (2) For M.Phil. minimum of 3 years
 - (3) For PhD minimum of 5 years
- e. If the administrative staff resigns before completing the stipulated period as mentioned in Paragraph "d" above, he/she will reimburse the full cost associated with his/her Degree to LGU.

- f. In case employee and the employee's spouse are both enrolled in the same batch, only the LGU employee shall be eligible to avail concession in tuition fee.
- g. The summer semester and extension if any shall not be covered under this concession scheme.
- h. Any involvement in misconduct or disciplinary actions will result in immediate termination of the waiver.

Note: If the University faces financial constraints, the percentage of the waiver may be reduced and such a decision will be communicated to the faculty and staff in advance.

7. **Category-V LGU SDGs / Sports Based Scholarship.** The LGU SDGs/Sports-Based Scholarship is designed to support talented athletes from underprivileged and rural areas, aligning with Sustainable Development Goals (SDGs) for equitable access to education. This initiative aims to provide financial support to deserving students with exceptional sports talent, ensuring that they have opportunities for higher education without financial barriers.

The following procedure will be followed: -

- a. A board will be used to judge the performance of a student in a particular sport at the time of induction. Subsequently, the performance of the scholarship holders will be reviewed at the end of each semester.
- b. The Board will recommend percentage-wise fee concession (tuition fee) which varies from 25% to 100%.
- c. Free hostel facility is provided to female students only. However, they have to pay for the messing, electricity and transport.

8. **Category- VI Need-Based Scholarship for Talented Students.**

- a. **Definition.** A Need-Based Scholarship is a monetary grant in the shape of a fee concession given to talented students who are facing hardships and cannot pay their university dues. However, it remains subject to the availability of funds as per approved budget.
- b. **Eligibility Criteria:** -
 - (1) He/she should be a deserving student
 - (2) Number of siblings/dependents.
 - (3) Living in a rented house.
- c. Parents of applicants to be divided into different categories such as:-
 - (1) Widow / Single Parent
 - (2) Disabled (permanent disability)
 - (3) Unemployed

- (4) Non gazette retired
- (5) Self-employed
- (6) Labor class - inclusive of factory workers
- (7) Working on land (not the landed gentry)
- (8) Sudden death of father/Bread earner during the running semester
- (9) Any other that does not fall in all the above categories but seems deserving.

d. **Procedure.** Students desirous of Need-Based Financial Assistance shall apply on the prescribed form along with the following documents: -

- (1) Copy of Student ID Card & CNIC/B-Form
- (2) Copy of the Father's CNIC
- (3) Copies of Educational Documents
- (4) Evidence of the father's / guardian's income, such as an authenticated salary slip or pension book.
- (5) In the case of an orphan, a copy of the death certificate.
- (6) Copies of utility bills for the period of the last six months.
- (7) Copy of Bank Statement in case of income from business.
- (8) Copy of the rent agreement in case of a rented house or in case of income from house rent.
- (9) Copies of Fee Bills of other siblings.
- (10) Any other document which the Financial Assistance Committee deems necessary.

e. **Continuation.** If a student's SGPA falls below 3, his/her need-based scholarship will be discontinued for the following semester, however, if the student achieves 3 SGPA or higher in any subsequent semester, his/her scholarship will be restored from the very next semester.

f. **Need Assessment / Evaluation.** Financial Assistance Committee considers all applications for the grant of need-based assistance in the light of pieces of evidence submitted: -

- (1) The authenticity of the information provided by the student would be verified by cross-checking the data provided.
- (2) If any information is not clear, the LGU Financial Assistance Committee may call the parents or depute someone for verification of the data provided.
- (3) During the verification process, if the Committee finds that the information provided by the applicant is false, the Financial Assistance

Committee has discretion to disqualify the student from attaining financial assistance and can forward the case to the Disciplinary Committee for more stringent action in case of significant concealment of financial information.

- (4) The Committee makes decisions on financial information.
 - (5) An interview with the student may be conducted by the committee.
 - (6) Financial assistance is dependent on the availability of university funds.
 - (7) The Committee has a fixed right to award the concession in the following brackets on a multiple of 10's i.e., 10%, 20%, 30% up to 100%.
- g. **Academic Support Assistant- ASA.** Students of 5th and onward semesters, availing 50% or above need base scholarship are eligible for Academic Support Assistant for rendering services to assigned FMs as per the direction of respective Dean. ASA can be assigned tasks maximum of 5 hours per week.
- h. **Eligibility Criteria:**
- (1) The student availing 50% or more need base scholarship/financial assistance.
 - (2) The student is studying in the 5th and onward semester.
 - (3) The student has a minimum 3.5 CGPA.
- i. **Procedure.** Upon request of the Deans of respective faculty, the Treasurer's office will provide the Deans with the list of students availing 50% or more need base scholarship. The Dean will assign the ASAs to FMs in the respective faculty.