

ALLAMA IQBAL OPEN UNIVERSITY
(Establishment Section)

PROFORMA FOR APPLYING EDUCATIONAL REIMBURSEMENT

Please fill out the column given below for reimbursement of educational expenses.

01.	Name & Designation of Employee:		Documents to be attached
02.	Department:		
03.	Contact No.:		
04.	Name of Child:		
05.	CNIC/ Form 'B' of Child:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> -	Copy attached
06.	Date of Admission/ Program with specialization:		Copy attached
07.	Name & Status of University: (Public/ Private)		Copy attached
08.	On merit (Yes/No): * if yes please provide merit certificate		Attach original
09.	Specify Current Semester:		
10.	Passed in Grade (result):		Copy attached
11.	Amount to be reimbursement:		
12.	Details of previous semester where reimbursement has been claimed:		
13.	It is confirmed that student passed all subjects during semester.		
14.	Have you previously availed educational stipend for Intermediate OR graduation program?		
15.	Receipt of fees/ Bank challan:		Original copy

Certification:

I hereby undertake that the information mentioned above is correct & true. In case of any wrong statement I shall be held responsible and liable for proceedings under E&D rules. Moreover, amount reimbursed be recovered from my salary/ pension.

Signature of the applicant

Head of the Department

Date: _____