



LAHORE GARRISON UNIVERSITY

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Notification No 346 -26

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NOTIFICATION

FINANCIAL ASSISTANCE/ SCHOLARSHIP POLICY

1. Revised Financial Assistance/ Scholarship Policy duly approved by the Competent Authority is enclosed for implementation wef Fall 2026 Semester, please.

2. This notification supersedes all previous notifications on the subject.

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

To: All Deans, Dirs, CoE, Treasurer, Chairpersons, DRs (Admin & Acad) and Managers

CC: PSO to VC



FINANCIAL **ASSISTANCE/SCHOLARSHIP** **POLICY**

LAHORE GARRISON UNIVERSITY

Fida

Written By: Fida Muhammad Khan (FCPA)
Treasurer

Muhammad Naveed

Reviewed By:  **Muhammad Naveed (M. Com, DCMA)**
Director Internal Audit

Maj Gen Muhammad Khalil Dar

Endorsed By:  **(Maj Gen Muhammad Khalil Dar (Retd), HI(M))**
Vice Chancellor

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 table below: -

(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 table below: -

(1) **Intermediate Level**

% of Marks	Tuition Fee Exemption	Continuation Criteria
80% to 84.99%	25%	3.5 & Above (SGPA)
85% to 99%	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*	100%	3.5 & Above SGPA
At least two A* grades (with not less than A grade in other subjects)	50%	3.5 & Above SGPA

c. **Semester Merit-Based scholarship**

- i. A student who secures the 1st position/Topper (not less than 3.8 SGPA) of the department in a semester is eligible for a 50% merit-based scholarship for the subsequent semester only.
- ii. If the student is already availing of any other scholarship, then the student will get the scholarship whichever is higher for the eligible semester only (the student is not eligible for two scholarships at a time).
- iii. Upon discontinuation of the Semester Merit-based scholarship, the other type (need-based, kinship, etc.), if any, will resume.
- iv. The Controller of the Examinations will provide the list of students who have secured the 1st position/Topper of the departments to the Accounts Department within 7 days of the result being announced.

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 the 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**

	LGPS – 17 and above	LGPS – 4 to 16
Employee	50 % concession in tuition fees	75 % concession in tuition fees
Employee's Spouse	25 % concession in tuition fees	50 % concession in tuition fees

- (1) To continue the scholarship granted as per the above table, the employee/spouse must maintain a minimum SGPA of 3.00. However, if:
- I. Employee or his/her spouse achieves 3.5 SGPA or above, the concession will be increased by 25% for the subsequent semester.
 - II. In case SGPA drops below 3 but not less than 2.5, the concession will be reduced by 25% in the subsequent semester.
 - III. Below 2.5 SGPA, the concession will be discontinued in the subsequent semester.
 - IV. If the student achieves the required SGPA mentioned in Para 1 & Sub Para II & III or higher in any subsequent semester, his/her scholarship will be restored from the very next semester.

b. **For Employees' Children.**

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

- (1) For continuation, a minimum of 2.5 SGPA is mandatory for the student.

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

- (1) Only regular faculty members with a minimum service of 2 years shall be eligible to obtain a concession on 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 a 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 the 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 a fee concession.
- b. The study program must be relevant to the job / Post that the administrative staff holds.
- d. A maximum of 10% of seats shall be reserved for administrative staff in all programs (graduate and Postgraduate).
- e. The administrative staff availing the employee base scholarship will provide post-qualification services to LGU as follows
 - (1) For an undergraduate minimum of 2 years
 - (2) For M.Phil., a minimum of 3 years
 - (3) For PhD minimum of 5 years
- f. 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.
- g. In case the 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.
- h. The summer semester and extension, if any, shall not be covered under this concession scheme.
- i. 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 a 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 mess, 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 the 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/breadwinner during the running semester
 - (9) Any other that does not fall in all the above categories but seems deserving.
- d. **Minority**
10% of the total Need-Based Scholarship amount for the year shall be reserved for deserving and eligible students belonging to minority communities.

- e. **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 that 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.** The Financial Assistance Committee considers all applications for the grant of need-based assistance in the light of the 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-based scholarship, are eligible for the Academic Support Assistant for rendering services to assigned FMs as per the direction of the respective Dean. ASA can be assigned tasks maximum of 5 hours per week.
- h. **Eligibility Criteria:**
 - (1) The student availing 50% or more need-based scholarship/financial assistance.
 - (2) The student is studying in the 5th semester and onward.
 - (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-based scholarship. The Dean will assign the ASAs to FMs in the respective faculty.