

## **SBP Employees Welfare Trust (EWT)**

9<sup>th</sup> Floor, SBP, Main Building.

I.I. Chundrigar Road,

Karachi

<b>Policy # 01</b>	<b>Title: Reimbursement of Educational Expenses to Dependent Children of Members Expired during Service</b>	<b>Date: 11-12-2014</b>
<b>Revision No:</b>		<b>Effective Date:11-12-14</b>

### **1. Philosophy**

One of the significant initiatives of the SBP Employees Welfare Trust (EWT) has been the reimbursement of educational expenses to dependent children<sup>1</sup> of deceased members. Over the period of time, EWT has made numerous efforts to widen the canvas of its operations for transforming the Trust into a proactive and target oriented entity so as to encourage the employees of SBP and SBP BSC to become the members of the Trust. With this objective, the EWT's policy for reimbursement of educational expenses to dependent children of deceased members is being introduced which encompasses all the key features and instructions for imparting clarity to the members.

### **2. Scope and Purpose**

2.1 To provide educational support to the dependent children of deceased members who qualify the criteria set forth in this policy of reimbursement of educational expenses so as to inculcate peace of mind and sense of security amongst the members.

### **3. Effective Date**

3.1 This policy will be effective from 11<sup>th</sup> December, 2014. This means that all fresh applications of reimbursements of expenses in respect of new sessions will be entertained as per provisions of this policy.

3.2 The reimbursements being made by the Trust on the existing cases will continue to be governed by the existing instructions on the subject matter, i.e. all eligible students will be allowed to continue their existing sessions for reimbursement of expenses till the close of their courses/sessions.

### **4. Policy**

4.1 Reimbursement of educational expenses would only be made up to three dependent children of employees expired during service, where one seat will exclusively be reserved for female child. Further, in addition to the three children, Special children irrespective of their number are allowed reimbursement of educational expenses in terms of provision 5 of this policy.

4.2 In respect of Graduate and Post Graduate Level programs, the reimbursement will be available to the student admitted in any program including executive and part time courses/programs, offered by a HEC recognized university or an institution affiliated with a HEC recognized university.

*1. Dependent as defined by 28.3.2 of HR manual*

- 4.3 Reimbursement under twinning<sup>2</sup> arrangement<sub>1</sub> with foreign institutions are not allowed under this policy.
- 4.4 All institutions, bodies, and colleges must be registered with respective government chartered institution.
- 4.5 Particulars of the beneficiaries / students as mentioned in the application form shall be subject to verification as per SBP/SBP-BSC record.
- 4.6 Reimbursement of educational expenses i.e. annual / quarterly / monthly /semester-wise, as the case may be, will only be applicable to the students who have qualified the exams of previous Semester / Class as per passing criteria of the educational institution.
- 4.7 Reimbursement of educational expenses under the scheme may not be allowed for repeating or reappearing in any course.
- 4.8 The Scrutinizing Committee (SC) of Employees Welfare Trust will approve a case for reimbursement in respect of a program. Subsequently, all approvals for reimbursements concerning the semesters/sub-sessions of the specific program will be allowed by the Trust with the approval of the Secretary. However, any material changes in conditions resulting in additional financing / reimbursements within the same program will also be referred back for approval of the SC.
- 4.9 Scrutinizing Committee, as per merit of the case, shall decide the applicability of second time admission and enrolment fees in event of change of institution or intercity shifting or any other cogent reason as the case may be.
- 4.10 The Scrutinizing Committee is also authorized to interpret and decide regarding various clauses of the policy during its implementation and settlements of claims subsequent to its implementation.

## 5. Reimbursement of Fees

- 5.1 Actual Tuition Fee(s), which shall include all fees and contributions so payable at time of admission or enrolment as the case may be.
- 5.2 Cost of books plus stationery will be reimbursed at a fixed rates given as under:

Qualification Level	Rate of Reimbursement
Up to Matriculation or equivalent	Rs. 7,500/- per annum
Intermediate or equivalent	Rs. 10,000/- per annum
University	Rs. 20,000/- per annum

- 5.3 Cost of Uniform will be reimbursed at a fixed rate of Rs. 3,000 per annum.(if uniform is certified mandatory by the Institution)
- 5.4 Reimbursement of expenses for pursuing post graduation studies, the eligible student will have an additional option apart from general practice of payment through respective BSC field office along with pension for payment of admissible expenses directly to the educational institution by issuing crossed cheques in the name of institutions. However, such request should have been made at the time of submitting the initial application with the Trust for a specific program. Option exercised once will be irreversible.

## 6. Procedure for Reimbursement

- 6.1 Application will be submitted by dependent (heir) of the deceased employee as per dependent information available in official record of the Trust which will be duly verified from the HRIS.

*2. Where part of the degree is done in the local university and the rest in the foreign collaborating University aboard and students get degree from the latter.*

- 6.3 The Trust Secretariat will also obtain verification of particulars of the applicant/dependent from HRD/HRMD or respective SBP-BSC Field office (as applicable).
- 6.4 Original receipts of payment should be submitted after payment of the tuition fees etc. preferably during the term of class / semester for which payment has been made to the educational institution. However, the Trust may return the original receipts to the applicant after obtaining the copy of receipts upon special request made in this behalf quoting specific reasons.
- 6.5 All applications seeking reimbursement should reach in EWT within the session for which reimbursement is sought for. However in case of delay, the applications may be submitted within three months from the close of previous session year. The applications received beyond this period will be declined by the Trust Secretariat.

*(Example: If student has paid fees on **25.06.2011** for the semester **No.1 (1<sup>st</sup> July to 31<sup>st</sup> December 2011)** and could not claim reimbursement during the above term. Then he / she got admission in semester No.2 (**1<sup>st</sup> January to 30<sup>th</sup> June 2012**), still student can claim reimbursement of expenses of semester No.1 till **31<sup>st</sup> March 2012**. Attested copies of report cards / results of pervious exam, wherever applicable, should be attached with the application for reimbursement of educational expenses for next class / semester etc.*