 <p>The Superior Group</p>	SBU: The Superior Group
	Name of Policy: Educational Assistance Policy
	Developed By: OD Division, HR Department
	Implementation Date:
	Revised On: 05th April, 2021
	Version: V3

1. Purpose

The purpose of this policy is to facilitate employee, their blood relations and immediate family members in their educational up-gradation which is a commitment to organization's mission and vision. We are committed to add value in the lives of each and every member associated with the Group and this policy stands as a living document of fulfilling that commitment.

2. Scope

This policy applies to all the permanent employees of The Superior Group including associated companies, business units and franchises (Superior University and Group of Colleges).

3. Policy and Procedures

3.1. Eligibility

- 3.1.1. All permanent and confirmed employees completing minimum of 12 months of continuous service are eligible for Educational Assistance Programs subject to the meeting of Admissions Eligibility Criteria.
- 3.1.2. **For the Employees of Superior Group of Colleges, Superior University including Medical BUs (ANMC & ANDC), Corporate Office & Hospitals (CMATRH, CMADH) – 50% Tuition fee (only) waiver in PhD Programs & 100% Tuition Fee (only) waiver in all other programs except those programs where number of seats are regulated by their respective councils. Educational Assistance in PhD Programs can only be applicable to employee only (spouse or children or siblings are not eligible for PhD Programs).**
- 3.1.3. **For the Employees of Associated Business Units / Companies & Franchises – 25% Tuition fee (only) waiver in PhD Programs & 50% Tuition Fee (only) waiver in all other programs except those programs where number of seats are regulated by their respective councils. Educational Assistance in**

PhD Programs can only be applicable to employee only (spouse or children or siblings are not eligible for PhD Programs).

- 3.1.4. No Tuition Fee waiver in those study programs where number of seats are regulated by their respective councils.
- 3.1.5. All waivers are excluding the Thesis / FYPs Fees as it is mandatory for all enrolled / registered students (whether scholarships, merit or self-finance) to pay full Thesis / FYPs Fees as per the rules and regulations of the institute.
- 3.1.6. Employees can apply Educational Assistance for Self, Spouse, Children & Siblings only except for PhD programs as mentioned in clause 3.1.2 and 3.1.3.
- 3.1.7. Any employee who is not currently availing or undergoing any Educational Assistance under the same policy can apply for the educational assistance in any of the programs as determined above.
- 3.1.8. At one point of time, only one educational assistance program can be availed by the employee. Whereas, he/she can avail the next educational assistance after completing the due time duration mentioned in the letter of undertaking unless a special approval is granted by the competent authority.

3.2. Formation of Educational Assistance Committees

3.2.1. Committee -1 *(for Admissions Quota Determination)*

Committee will be responsible for determining a quota of Educational Assistance for each program. Formation of Committee shall be as follow:

- Director Finance;
- Chief Financial Officer;
- Director HR;
- Director Marketing;
- Registrar (for the relevant programs only); and
- Project Director (for the relevant programs only).

3.2.2. Committee – 2 *(for Educational Assistance Approvals and Compliance)*

3.2.2.1. Committee is formed for approvals on Educational Assistance from the defined quota for each program.

- 3.2.2.2. The committee has all the right to approve, defer or reject the cases and can also call for interview of the employee / applicant. Due to limited seats, committee shall approve the cases as per criteria of duration of service, performance / profile and any previous utilization of Educational Assistance of the employee / applicant.
- 3.2.2.3. All the Educational Assistance cases of M.Phil. and above programs must qualify the interview process or any other evaluation criteria set forth by the Educational Assistance Committee.
- 3.2.2.4. The committee has the right to take decisions in cases of all non-compliance matters, such as, where disciplinary actions against an employee is in process or has been taken, violations of the policy are being practiced and / or any other matter of similar substance.
- 3.2.2.5. The composition of Educational Assistance Committee consists of the following Members:

Intermediate and Undergraduate Level Committee

- Director HR
- Nomination by The Chairman (if required)

Postgraduate Level Committee

- Director HR
- Director Research
- Nomination by The Chairman (if required)

3.3. Applications Process

The complete process of Educational Assistance Program for an applicant is described hereunder:

- 3.3.1. At the time of Admission Campaign, an email shall be routed to all employees through HR Department seeking for the applications from employees wishing to avail the Educational Assistance in a designated time frame. This is a time capped activity and no Educational Assistance application can be catered other than mentioned time frame (Annexure B).
- 3.3.2. Applicant is liable to complete all the pre-requisites and submit Educational Assistance Application Form after taking due recommendations from the Head

of Department along with all the documents to his/her relevant HR Department, whereas, all the employees of College Campuses (Outstation and Lahore) will submit their cases to respective Principals and employees of Sub-Campuses will submit to their respective Campus Director/Registrar.

3.3.3. All the recommended cases/requests from College Campuses (Outstation and Lahore) shall reach HR Department through Project Director's Secretariat and Sub-Campuses cases through HRBP of University.

3.4. Documentation Requirements

All employees eligible as per above mentioned criteria can apply for Educational Assistance by staying compliant to following procedures:

3.4.1. Educational Assistance Application Form

Filling up an Application Form for Educational Assistance (attached in Annexure A) along with recommendations and approvals mentioned in the Form.

3.4.2. Concession Form

Concession Form must be filled by the employee as per the relevant fields in the form. The form shall be obtained from Admissions Office.

3.4.3. No Objection Certificate (NOC) from Admissions Department

A No Objection Certificate (NOC) is an essential and legal document issued from the Admissions Department on the letter head of the institute signed by Manager Admissions or higher authority for certifying that the applicant fulfills the Admissions Criteria. NOC can be obtained from Admissions Department on request (Annexure C).

3.4.4. Letter of Undertaking

A Letter of Undertaking (attached in Annexure D) to be printed on Stamp Paper of Pakistani Rs. 100/- issued under the applicant's name & CNIC along with the signatures and thumb impressions.

3.4.5. Copy of CNIC

A copy of valid CNIC of the employee and the one attaining admission shall be attached along the other application documents.

3.4.6. Form-B / FRC (Family Registration Certificate)

In case of Educational Assistance seeking for children, Form-B is a must document to attach with above documents. In case of sibling, FRC (Family Registration Certificate) is must to attach with above documents. In case Educational Assistance is for self, no such document is required.

3.4.7. Copy of Appointment Letter

A copy of appointment letter of the applicant shall be required with the application. The same can be sought from the relevant HR representative as an evidence of his/her eligibility on the account of service period.

3.4.8. Updated Resume / Profile

The employee is required to attach his updated profile or resume along with the Educational Assistance Application Form.

3.5. Communication Process

All the applicants whom cases are either approved or not approved shall be informed formally by HR Department after the closure of all decisions by Educational Assistance Committee.

3.6. Obligations of the policy

3.6.1. An employee who fails to abide by the contract may be subjected to the legal actions as deemed appropriate by the concerned committee.

3.6.2. Applicant shall be liable to pay full dues, costs, expenses, fees and any other costs incurred for the study if he/she fails to abide by the letter of undertaking.

3.6.3. Applicant shall not be liable for any educational assistance if any willful misconduct, fraud, act of negligence or similar is found during the service or availing of the educational assistance.

Annexure A

Educational Assistance Application Form

Annexure B

Timeframe for Educational Assistance Applications

Activity Calendar

Timeframe for Educational Assistance Applications

Business Unit	Timeframe for receiving of applications	Timeframe for approvals & communication of applications
University (Fall)	June	July
University (Spring)	November	December
Colleges	June	July

Annexure C

*NOC from Admissions Department
(Sample)*

Date: _____

Ref#: _____

NO OBJECTION CERTIFICATE

This is to certify that Mr. / Ms. _____ (Employee Name) D/o, S/o, W/o Mr. / Ms. _____ (Name) having CNIC # _____ fulfills the Admission Criteria in the applied program of _____ (Name of Program) for the session of _____ (Name of Session) in _____ (Superior Group of Colleges/Superior University) at _____ (Name of Campus) and Shift _____ (Name of Shift).

Hence, the employee can apply for the Educational Assistance Program as per the policy of the organization.

Name of Signatory
Manager Admissions

Annexure D

Letter of Undertaking

Letter of Undertaking

I, _____, **Son/Daughter/Wife** of _____, holding **CNIC#** _____, resident of [_____] (hereinafter the “**Deponent**”), a permanent employee of _____ (Name of Business Unit), The Superior Group (hereinafter the “**College**”), at the designations of _____, since _____, am desirous of applying to the Educational Assistance program (hereinafter the “**Program**”), for the purposes of seeking admission for (Self/Brother/Sister/Son/Daughter/Spouse) (hereinafter the “**Beneficiary**”), in _____ (name of program), (Morning/Evening/Weekend) shift, (Superior Group of Colleges/Superior University), _____ Campus (hereinafter the “**Course**”). In this regard, the Deponent hereby expressly agree and undertake the following:

1. The Deponent hereby agrees and acknowledges that the admission of the Applicant in the Course, by with regards to the Program is subject to the fulfilment of the admission criteria set forth by the College, as amended from time to time.
2. The Deponent hereby expressly undertakes to pay any and all dues, fees, costs, expenses, or charges, or part thereof, as required by the College with regards to the Course of the Applicant, unless the College has granted an express written exemption in this regard.
3. The Deponent hereby agrees and undertakes to continue its employment with the College, or its affiliate colleges/institutes/business unit, for a period of at least **three (03) years**, after the completion of the Course, by the Beneficiary, at the level as may be determined by the College. To this end, notwithstanding anything contained in the employment agreement of the Deponent, in lieu of the Beneficiary’s admission into the Course, the Deponent hereby accepts and agrees that, during the employment of the Deponent with the College or its affiliate colleges/institutes/business unit, the management of the College may, in its sole discretion, reallocate the Deponent to any other station or city.
4. The Deponent also, agrees and acknowledges that in case the Beneficiary fails to successfully continue and complete the Course, for any reason whatsoever, the Deponent shall pay the full dues, costs, expenses, fees, as charged by the College, for the entire duration of the Course, irrespective of duration the Beneficiary was enrolled in the Course.
5. In case the Deponent fails to fulfil the terms and conditions stipulated in Clause 3 of this undertaking, the Deponent hereby expressly agrees and undertakes to pay the full dues, costs, expenses, fees, as charged by the College, for the entire duration of the Course.

6. That the Deponent hereby indemnifies, defend, and hold harmless, the College and its directors, officers, affiliates and employees, from and against all third party claims, actions, suits, demands, damages, obligations, losses, settlement, judgments, costs and expenses, which arise out of, relate to or result from any act or omission, breach of this Undertaking, willful misconduct, fraud, act of negligence, on behalf of the Deponent or the Beneficiary.

DEPONENT

Verification:

Verified on oath at Lahore on this _____ Day of _____ (Month) _____ (Year) that I have read and understood the above letter of undertaking and agreed to its contents in full letter and spirit and sign herewith without any fright, fear and pressure.

DEPONENT

Employee Name _____

Date: _____

Employee Signatures: _____

Thumb Impression: _____

Witness 1

Witness 2

Name: _____

Name: _____

CNIC #: _____

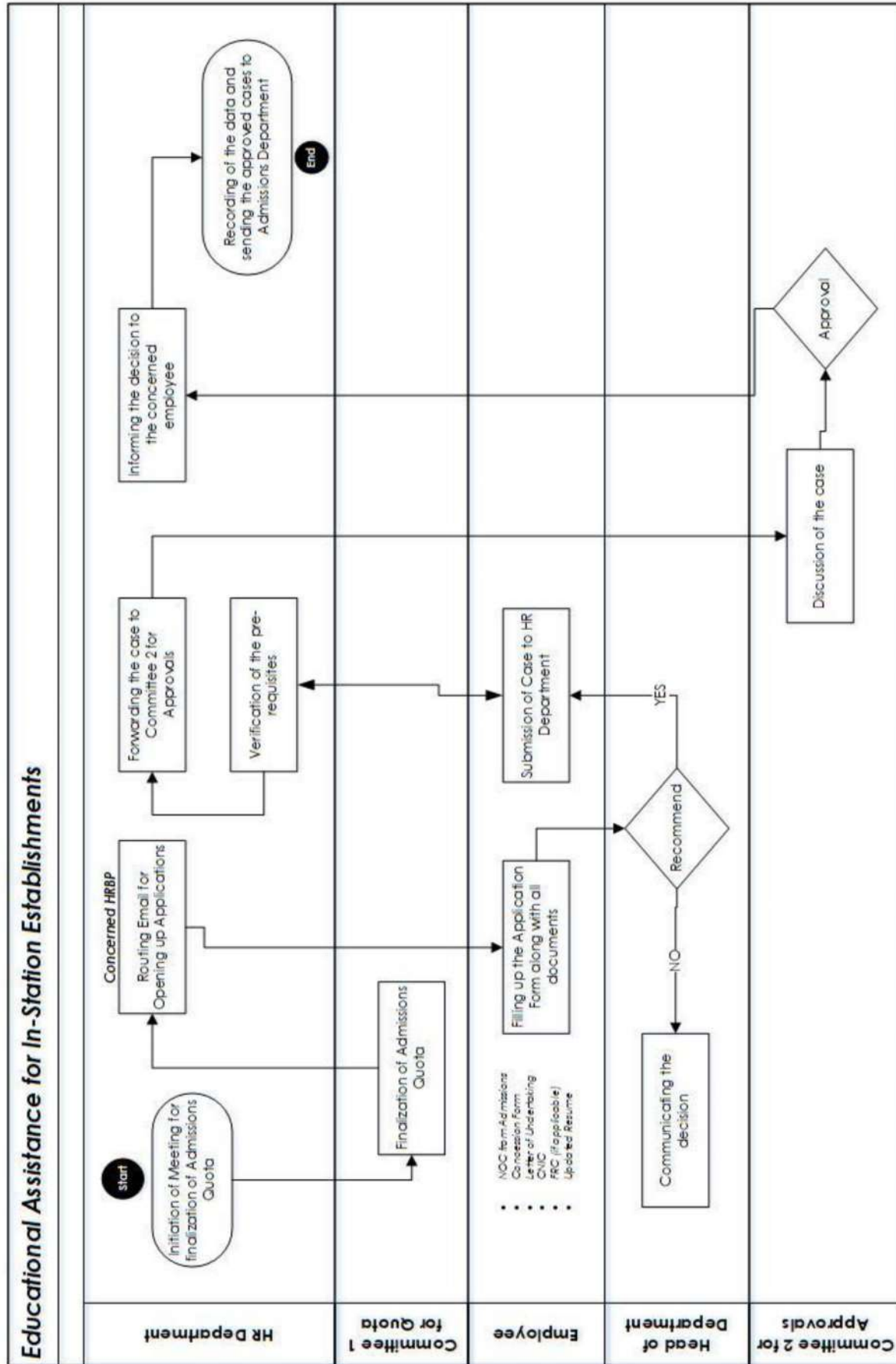
CNIC#: _____

Sign. & Thumb: _____

Sign. & Thumb: _____

Annexure E

PROCESSES AND FLOWCHART



Educational Assistance for Colleges and Sub-Campuses including Outstation

