

# **Foundation for Academic Excellence & Access (FAEA)**



## **Part II – Formats For FAEA Scholarships (2016-2017)**

### **FAEA Scholars Manual**

**For a more Updated version of this manual please visit our website  
[www.faeaindia.org](http://www.faeaindia.org)**

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Version : 15

Disclaimer: This document is not legally binding. Only the official Grant letter issued to the FAEA scholars is legally binding

**Send your documents to Foundation for Academic Excellence and Access (FAEA),  
C- 25, Qutab Institutional Area, Mehrauli Road, Delhi-110016, Ph:-011-41689133,  
[inquiry@faeaindia.org](mailto:inquiry@faeaindia.org)**

# Foundation for Academic Excellence & Access (FAEA)

## Check List

This check list is provided to you to ensure that you send all the documents required. Please tick the documents that you are sending back to FAEA as specified below. Send this check list along with the other documents.

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S No.	Documents to be sent by you	
01.	Copy of grant letter signed by you (Compulsory only for New Scholars).	<input type="checkbox"/>
02.	Class X mark sheet attested by college/school Principal.	<input type="checkbox"/>
03.	Class XII mark sheet attested by your college/school Principal.	<input type="checkbox"/>
04.	Attested photocopy of your BPL Card/BPL Certificate.	<input type="checkbox"/>
05.	Attested photocopy of Latest Income certificate, issued by the authorized Govt. Agency/department.	<input type="checkbox"/>
06.	Attested photocopy of Certificate of Caste, in case if you have declared SC/ST or OBCs in your application form, issued by the authorized Govt. Agency/department.	<input type="checkbox"/>
07.	Scholarship <b>Declaration letter</b> signed by the student and duly attested by your college Principal. (Mention Any Kind of Financial Help (with amount) you are getting from College/Government/any other agency)	<input type="checkbox"/>
08.	Scholarship <b>Recommendation Letter</b> signed by the student and duly attested by your college Principal.(Mention that you have been promoted to next class with good percentage, Performance) <b>To be submitted at the beginning of each academic year (To be filled only by old scholars)</b>	<input type="checkbox"/>
09.	Certificate of expenditure (Fee And Hostel & Mess) issued by your college principal or A certificate of expenditure prepared by you and attested by the Principal (Ref. Format 1 and 2). (This certificate of expenditure should contain all expense payable in the session of 2016-17)	<input type="checkbox"/>
10.	Permanent mailing address form filled in completely by you.	<input type="checkbox"/>
11.	Mailing address form filled in completely by you.	<input type="checkbox"/>
12.	College details form filled in completely by you.	<input type="checkbox"/>
13.	Course details form filled in completely by you.	<input type="checkbox"/>
14.	2 passport size photographs. (Please write your <u>Confirmation Code</u> and <u>Name</u> at the back of the photo)	<input type="checkbox"/>
15.	Bank details form filled in completely by you.	<input type="checkbox"/>
16.	Send Scanned Copy of your Photograph With Confirmation Code and Name on <a href="mailto:inquiry@faeaindia.org">inquiry@faeaindia.org</a> (Only for New Scholars and those who have not sent their scanned photographs earlier).	<input type="checkbox"/>

**FORMAT 1 (FAEA SCHOLARSHIPS)**  
**(Fee certificate – Issued by College)**  
*(FAEA shall take 3-4 weeks to process the payment)*

Date \_\_\_\_\_

To,  
FAEA  
C-25, Qutab Institutional Area  
New Delhi – 110 016

**Sub: Fee certificate for the academic year 2016-2017.**

Dear Sir,

This is to certify that (Student's Name in capital letters) \_\_\_\_\_ (FAEA Confirmation code) \_\_\_\_\_, is a student of this college studying in (1/2/3/4/5) \_\_\_\_\_ year, semester \_\_\_\_\_, Course \_\_\_\_\_ in the academic session 2016-17. The College is affiliated to \_\_\_\_\_ University. The fees payable for the academic year 2016-17 is as follows (**Attach attested annual Annual Fee Certificate/ Expenditure Certificate issued by college for academic session 2016-17**) (College Authority is requested to issue Annual Fee Certificate/ Fee Certificate to be paid by student for the academic session (2016-17) for the purpose of scholarship. (Both the certificates should match):

Tuition Fees	-	Rs.
Exam Fees	-	Rs.
Caution deposit (Refundable)-	Rs.	
Other charges (Please specify)-	Rs.	
Etc	-	Rs.

Total	-	Rs.	<input type="text"/>
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The draft has to be drawn in favor of \_\_\_\_\_ (Name of the student or Principal).

**If student has already paid the fee you are required to attach attested xeroxcopies of the receipts otherwise grant will be sent to the College directly.**

Thanking you,

Sincerely yours,

(Attested by)

Signature of the Principal

Official seal/rubber stamp

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**FORMAT 2 (FAEA SCHOLARSHIPS)**  
**(Hostel, Mess Certificate – Issued by College)**  
(FAEA shall take 3-4 weeks to process the payment)

Date \_\_\_\_\_

To,  
FAEA  
C-25 Qutab Institutional Area  
New Delhi – 110 016

**Sub: Hostel and Mess Fee certificate for the academic year 2016-2017.**

Dear Sir,

This is to certify that (Student's Name in capital letters) \_\_\_\_\_ (FAEA Confirmation code) \_\_\_\_\_, is a student of this college studying in (1/2/3/4) \_\_\_\_\_ year, semester \_\_\_\_\_, (course) \_\_\_\_\_ in the academic session 2016-17. The College is affiliated to \_\_\_\_\_ University. He/ She is a resident of the college hostel from (date) \_\_\_\_\_ and the Hostel & Mess charges payable for the academic year 2016-17 is as follows: (**Attach attested Annual Expenditure/Hostel and Mess Certificate issued by college for the academic session 2016-17**) (College Authority is requested to issue (Attach attested Annual Expenditure/Hostel and Mess Certificate issued by college) to be paid by student for the academic session (2016-17) for the purpose of scholarship. (Both the certificates should match):

Hostel Charges	-	Rs.	
Mess Charges	-	Rs.	
Caution deposit (Refundable)-		Rs.	
Other charges (Please specify)-		Rs.	
Etc	-	Rs.	
Total	-	Rs.	<input type="text"/>

The draft has to be drawn in favor of \_\_\_\_\_ (Name of the student or Principal).

**If student has already paid the fee you are required to attach attested xerox copies of the receipts otherwise grant will be sent to the College directly.**

Thanking you,

Sincerely yours,

(Attested by) **(Please do not attest and mention if student is availing Private hostel/ mess/ room facility. Those students are required to submit Format No. 3)**

Signature of the Principal

Official seal/rubber stamp

Date-\_\_\_\_\_

Student's Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**FORMAT 3 (FAEA SCHOLARSHIPS)**  
**(Certificate for Non Hostellers – Issued by College)**

*(FAEA shall take 3-4 weeks to process the payment and send the draft to the College)*

Date \_\_\_\_\_

To,  
FAEA  
C-25 Qutab Institutional Area  
New Delhi – 110 016

**Sub: Certificate Non Hostellers for the academic year 2016-2017.**

Dear Sir,

This is to certify that (Name) \_\_\_\_\_ (FAEA Confirmation code) \_\_\_\_\_, is a student of this college studying in (1/2/3/4) \_\_\_\_\_ year, semester \_\_\_\_\_, (course) \_\_\_\_\_ in the academic session 2016-17. He/ She is a Non Hosteller and not availing Hostel and Mess Facility from college for the academic year 2016-17.

Thanking you,

Sincerely yours,

(Attested by)

Signature of the Principal

Official seal/rubber stamp

Date- \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**FORMAT 4 (FAEA SCHOLARSHIPS)**

**(Scholarship declaration – To be submitted at the beginning of each academic year)**

Date \_\_\_\_\_

To,  
Foundation for Academic Excellence & Access (FAEA)  
C-25 Qutab Institutional Area  
New Delhi –110016.

**Sub: Scholarship Declaration for the academic year 2016-2017.**

Dear Sir/Madam,

I hereby declare that I am **not receiving any other scholarship** in the academic year 2016-17. In this academic year 2016-17 I shall be pursuing (Course Year (I) (II) (III) (IV) (V) \_\_\_\_\_, Semester \_\_\_\_\_ my course \_\_\_\_\_.

**I understand that if I give a false declaration my FAEA scholarship will be cancelled.**

Thanking you,

Sincerely yours,

Name \_\_\_\_\_ Sign of the Student- \_\_\_\_\_  
Confirmation Code – \_\_\_\_\_ Phone No \_\_\_\_\_  
(Course \_\_\_\_\_ / Year \_\_\_\_\_ / Semester \_\_\_\_\_ / Roll-No \_\_\_\_\_ / Admission No \_\_\_\_\_)

**If you are getting any Scholarship/ Fee Waiver /Exemption/ Concession/ Financial Help, you are required to give complete Details of the same with total amount you have received or will receive in current session. Attach an attested certificate of scholarship details (if any). (Add extra pages if required \_\_\_\_\_)**

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(Attested by)  
Signature of the Principal/Dean  
Official Seal/rubber stamp  
Date \_\_\_\_\_

**This certificate is valid for one year from the date of issue.**

**Instructions:** FAEA scholars avail two scholarships at the same time. They will have to choose either FAEA scholarship or the one that they are already getting. If they wish to avail FAEA scholarship, they will have to discontinue the existing scholarship. They can send us a letter stating that they have discontinued the scholarship and get it attested by their college Principal.

However, they can avail of SC/ST/OBC/Women waiver/exemption given by the Central/State Government. In case they are enjoying this benefit they must inform FAEA about the same so that the amount of scholarship given by FAEA may be adjusted accordingly.

Kindly note that non-disclosure or non-discontinuation of existing scholarship may lead to the cancellation of FAEA scholarship. **FAEA scholars are required to submit a fresh declaration at the beginning of each academic year.**

**FORMAT 5 (FAEA SCHOLARSHIPS)**

**(Recommendation Letter - To be submitted at the beginning of each academic year) (To be filled only by old scholars)**

Date \_\_\_\_\_

(This document should be accompanied with an attested copy of the latest mark sheet, please Calculate your percentage on your mark sheet, for more details see Q. 27)

To,  
FAEA  
C-25 Qutab Institutional Area  
New Delhi – 110 016

**Sub: Recommendation Letter for the academic year 2016-2017.**

Dear Sir,

This is to certify that (Name) \_\_\_\_\_, (FAEA Confirmation Code) \_\_\_\_\_, has been promoted to (Mention course Year (I) (II) (III) (IV) (V) year) \_\_\_\_\_ Year, (Course name) \_\_\_\_\_ She/he has secured \_\_\_\_\_% or \_\_\_\_\_ Grade in semester \_\_\_\_\_, Year \_\_\_\_\_ and his/her Performance is found satisfactory in academic year \_\_\_\_\_. The scholarship may be continued for the academic session 2016- 17.

With warm regards,

(Attested by)

Signature of the Principal  
Official seal/rubber stamp

Date: \_\_\_\_\_

Students Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

- Note:** 1. Students are requested to submit attested mark sheet/grade card for last semester/ year/ exam attended along with recommendation letter.  
2. If the student has not performed well or secured less than 60% or could not clear all papers and promoted to next year he/she is required to submit explanation regarding the same (Attach extra sheet if required).  
3. If there is any medical reason students have to attach attested medical certificates.  
4. And renewal of scholarship will totally depend on FAEA's approval.

**FORMAT 6 (FAEA SCHOLARSHIPS)**

**Foundation for Academic Excellence & Access (FAEA)**

**Permanent address**

01.	Confirmation code	
02.	Title (Mr./Ms./Mrs.)	
03.	First Name	
04.	Middle Name	
05.	Last Name	
06.	Date of Birth (DD/MM/YY)	
07.	Father/Husband Name	
08.	Address	
09.	City	
10.	Pincode	
11.	State	
12.	Phone 1 (with STD code)	
13.	Phone 2 (with STD code)	
14.	Phone pp (with STD code) If you don't have a telephone please give number of relative/friend/neighbor	
15.	Write the relationship and the name of the person whose number you have given in Phone_pp (no. 13)	
16.	Fax	
17.	Email 1*	
18.	Email 2	
19.	Please tick the preferred mailing service through which you will like to receive your letters/mails.	<input type="checkbox"/> Speed post <input type="checkbox"/> Registered Post <input type="checkbox"/> DTDC <input type="checkbox"/> Blue Dart <input type="checkbox"/> Any other _____

\*Please open an Email account in case you do not have for quick communication.

Student's Signature: \_\_\_\_\_



**FORMAT 7 (FAEA SCHOLARSHIPS)**  
**Foundation for Academic Excellence & Access (FAEA)**  
**Mailing Address**

FAEA shall send letters & mails to you at the following address during your scholarship tenure. In case you are staying in a hostel, you may give that address as mailing address. In case your mailing address is same as permanent address, please write “same as Permanent address” and leave the rest of the columns blank.

01.	Confirmation code	
02.	Title (Mr./Ms./Mrs.)	
03.	First Name	
04.	Middle Name	
05.	Last Name	
06.	Father/Husband Name	
07.	Address	
08.	City	
09.	Pincode	
10.	State	
11.	Phone 1 (with STD code)	
12.	Phone 2 (with STD code)	
13.	Email 1*	
14.	Email 2	
15.	Phone_pp (with STD code) If you don't have a telephone give number of relative/friend/neighbour/hostel	
16.	Write the relationship and the name of the person whose number you have given in Phone_pp (no 13). You can write hostel if it is a hostel number.	
17.	Fax	
18.	Please tick the preferred mailing service through which you will like to receive your letters/mails.	<input type="checkbox"/> Speed post <input type="checkbox"/> Registered Post <input type="checkbox"/> DTDC <input type="checkbox"/> Blue Dart <input type="checkbox"/> Any other _____

\*Please open an Email account in case you do not have for quick communication.

Student's Signature: \_\_\_\_\_

**FORMAT 8 (FAEA SCHOLARSHIPS)**  
**Foundation for Academic Excellence & Access (FAEA)**  
**College Address**

01.	Confirmation Code	
02.	Name of the Principal/Head of the Institution	
03.	Designation e.g. Principal, Dean etc.	
04.	Name of the College/Institution	
05.	College Affiliated to	
06.	Address	
07.	City	
08.	Pin code	
09.	State	
10.	College Phone 1 (with STD code)	
11.	College Phone 2 (with STD code)	
12.	College Phone 3 (with STD code)	
13.	College Fax (with STD Code)	
14.	Principal's Direct Fax (with STD Code)	
15.	Email 1 (college)	
16.	Email 2 (college)	
17.	Principal's Email Address	
14.	Principal's residence phone number 1	
15.	Principal's residence phone number 2	
16.	Principal's Residence Email Address	
17.	Principal's Signature and stamp	

Student's Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

## FORMAT 9 (FAEA SCHOLARSHIPS)

### Foundation for Academic Excellence & Access (FAEA)

#### Course Details

01.	Confirmation Code	
02.	Course Name	
03.	Subjects	
04.	Course Duration (Tick whichever is applicable)	<input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> 4 ½ years <input type="checkbox"/> 5 years
05.	Please specify the month and year in which your course started?	
06.	Please specify the month and year in which your course shall come to an end?	
07.	Please specify the number of semesters in the 1 <sup>st</sup> year of your course?	
08.	Please specify the number of semesters in the 2 <sup>nd</sup> year of your course?	
09.	Please specify the number of semesters in the 3 <sup>rd</sup> year of your course?	
10.	Please specify the number of semesters in the 4 <sup>th</sup> year of your course?	
11.	Please specify the number of semesters in the 5 <sup>th</sup> year of your course?	
12.	Have you started your course already?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If yes, please tell us the month and year when your course started?	
14.	Please tell us which year and semester you are currently studying in?	
15.	When will your current semester end? Please specify Month and Year	

Student's Signature: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

## FORMAT 10 (FAEA SCHOLARSHIPS)

### Foundation for Academic Excellence & Access (FAEA)

#### Bank Details

01.	Confirmation Code	
02.	Your Name (As it appears on the Bank Pass Book)	
03.	Your Account Number in the bank	
04.	Name of the Bank	
05.	Bank IFSC Code	
06.	MICR Code (9 Digits)	
07.	Address	
08.	City	
09.	Pin code	
010.	State	
11.	Bank's Fax Number	
12.	Please enclose one cancelled cheque Leaf along with this sheet. ( In case it is not available please send Xerox copy of first page of your Passbook for IFSC Code)	

#### Instructions:

1. Bank IFSC Code – This code is required for our bank to make the demand draft. You can ask your bank to tell you the bank code.
2. Please enclose a cancelled cheque leaf along with this sheet.

Student's Signature: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**Any Remarks:**