

# Foundation for Academic Excellence & Access (FAEA)

## Check List for renewal of Scholarship for the year 2018-19

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. Self certified certificates should be verified by the Head of the Institution, where the applicant is studying

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S No.	Documents to be sent by you	
01.	Scholarship <u>Declaration</u> letter 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). <b>To be submitted at the beginning of each academic year</b>	<input type="checkbox"/>
02.	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"/>
03.	Certificate of expenditure ( <b>Fee And Hostel &amp; Mess</b> ) issued by your college principal or A certificate of expenditure prepared by you and attested by the Principal (Ref. Format 1 and 2). In Case of Non Hostellers, Students are required to submit <b>Non Hosteller Certificate</b> issued by the College. (This certificate of expenditure should contain all expense payable in the session of 2018-19) <b>To be submitted at the beginning of each academic year.</b>	<input type="checkbox"/>
04.	Permanent address form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> ) Refer FAEA Student's manual for format of Permanent address details.	<input type="checkbox"/>
05.	Mailing address form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> ) Refer FAEA Student's manual for format of Mailing address details.	<input type="checkbox"/>
06.	College details form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> ) Refer FAEA Student's manual for format of College details.	<input type="checkbox"/>
07.	Course details form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> ) Refer FAEA Student's manual for format of Course details.	<input type="checkbox"/>
08.	Bank details form filled in completely by you. ( <b>To be submitted by scholars at the beginning of each academic year if there is any updation</b> ) Refer FAEA Student's manual for format of Bank details.	
09.	Send Scanned Copy of your Photograph With Confirmation Code and Name on <a href="mailto:inquiry@faeaindia.org">inquiry@faeaindia.org</a> ( <b>Only for New Scholars and those who have not sent their scanned photographs</b> ).	<input type="checkbox"/>
10.	Self attested copy of Aadhar Card/College Id Proof/Voter Id/any photo Id Proof ( <b>Only for New Scholars and those who have not submitted earlier</b> ). <b>Submission of Aadhar Card is compulsory for all applicants</b>	<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 2018-19.**

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 2018-19. The College is affiliated to \_\_\_\_\_ University. The fees payable for the academic year 2018-19 is as follows (**Attach attested annual Annual Fee Certificate/ Fee Certificate issued by college for academic session 2018-19**) (College Authority is requested to issue Annual Fee Certificate/ Expenditure Certificate to be paid by student for the academic session (2018-19) 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"/>

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 photocopies 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 2018-19.**

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 2018-19. 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 2018-19 is as follows: **(Attach attested Annual Expenditure/Hostel and Mess Certificate issued by college for the academic session 2018-19)** (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 (2018-19) 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.	

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 photocopies 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 2018-19.**

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 2018-19. He/She is a Non Hosteller and not availing Hostel and Mess Facility from college for the academic year 2018-19.

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 2018-19.**

Dear Sir/Madam,

I hereby declare that I am **not receiving any other scholarship** in the academic year 2018-19. In this academic year 2018-19 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**

\_\_\_\_\_

\_\_\_\_\_

(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 2018-19.**

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 \_\_\_\_\_ CGPA/SGPA/OGPA in semester \_\_\_\_\_, Year \_\_\_\_\_ and his/her Performance is found satisfactory in academic year \_\_\_\_\_. The scholarship may be continued for the academic session 2018-19.

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 and recommendation from the College/Institute.
  4. And renewal of scholarship will totally depend on FAEA's approval. **FAEA scholars are required to submit a fresh recommendation letter at the beginning of each academic year.**

**Declaration by Applicant:**

I declare that the information furnished by me in the application/formats is correct to the best of my knowledge and belief. In support, I enclose the documents as required. In the event of any information being found false or incorrect, my candidature/ application may be cancelled/ terminated without any notice.

**Date:**

**(Signature of the Applicant)**

**Name of the Applicant**