

Foundation for Academic Excellence & Access (FAEA)



Part II – Formats For Renewal of Scholarship (2014-2015)

FAEA Scholars Manual

For a more Updated version of this manual please visit our website
www.faeaindia.org

Published : 1st April 2014
Version : 13

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

Important Notice

For any kind of payment to be made to FAEA scholars, it is imperative that the **request is duly attested by the Principal/Head/Dean/Director of the Institute of FAEA Scholar**. Therefore, all FAEA scholars are requested to comply with this regulation to avoid any delay in their grant payment. Students are requested to **attach all the necessary documents** for renewal of their scholarship.

All payments made by the selected students before the issue date of the Grant Letter will not be considered for payment. FAEA scholarship will support expenditure(s) after the date of the Grant Letter.

FAEA scholars are advised to quote their **Confirmation code with full Name, latest contact details** in all their correspondence with FAEA.

Formats For Renewal of Scholarship (2014-2015)

These formats are applicable for scholars who have already been selected in last academic year for renewal of scholarship. Students, who want to apply for the scholarship, may visit our website www.faeaindia.org for more details. Students are required to completely fill all the formats with their name and signature. Incomplete forms will not be accepted.

FORMAT 1 (BHEL-FAEA SCHOLARSHIPS)

(Fee certificate – 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: Fee certificate for the academic year 2014-2015.

Dear Sir,

This is to certify that (Name) _____ (FAEA Confirmation code) _____, is a student of this college studying in (1/2/3/4/5) _____ year, semester _____, (course) _____ in the academic session 2014-15. The College is affiliated to _____ University. The fees payable for the academic year 2014-15 is as follows (**Attach attested annual Annual Fee Certificate/ Fee Certificate issued by college for academic session 2014-15**) (College Authority is requested to issue Annual Fee Certificate/ Fee Certificate to be paid by student for the academic session (2014-15):

Tuition Fees	-	Rs.	
Exam Fees	-	Rs.	
Caution deposit	-	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: _____

Students Signature: _____
Full name: _____
Student's recent Phone no and email address: _____

FORMAT 2 (BHEL-FAEA SCHOLARSHIPS)

(Hostel, Mess Certificate – 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: Hostel and Mess Fee certificate for the academic year 2014-2015.

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 2014-15.
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 2014-15 is as follows: (**Attach attested Annual Expenditure/Hostel and Mess
Certificate issued by college for the academic session 2014-15**) (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 (2014-15):

Hostel Charges	-	Rs.	
Mess Charges	-	Rs.	
Caution deposit	-	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) **(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-_____

Students Signature: _____

Full name: _____

Student's recent Phone no and email address: _____

FORMAT 3 (BHEL-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 2014-2015.

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 2014-15.
He/ She is a Non Hosteller and not availing Hostel and Mess Facility from college for the
academic year 2014-15.

Thanking you,

Sincerely yours,

(Attested by)

Signature of the Principal

Official seal/rubber stamp

Date-_____

Students Signature: _____

Full name: _____

Student's recent Phone no and email address: _____

FORMAT 4 (BHEL-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 2014-2015.

Dear Sir/Madam,

I hereby declare that I am **not receiving any other scholarship** in the academic year 2014-15. In this academic year 2014-15 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 (BHEL-FAEA SCHOLARSHIPS)

(Recommendation Letter - To be submitted at the beginning of each academic year)

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 2014-2015.

Dear Sir,

This is to certify that (Name) _____,
(FAEA Confirmation Code) _____, has been promoted to (Mention
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 2014- 15.

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 (BHEL-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.

Students Signature: _____

FORMAT 7 (BHEL-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.

Students Signature: _____

FORMAT 8 (BHEL-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	

Students Signature: _____

Full name: _____

Student's recent Phone no and email address: _____

FORMAT 9 (BHEL-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 st year of your course?	
08.	Please specify the number of semesters in the 2 nd year of your course?	
09.	Please specify the number of semesters in the 3 rd year of your course?	
10.	Please specify the number of semesters in the 4 th year of your course?	
11.	Please specify the number of semesters in the 5 th 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	

Students Signature: _____

Student's recent Phone no and email address: _____

FORMAT 10 (BHEL-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 IFC 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 it later)	

Instructions:

1. Bank IFC 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.

Students Signature: _____

Student's recent Phone no and email address: _____