

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



## **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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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.

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.

## **About the manual**

This manual is just a reference guide for the FAEA scholars. It is divided into two parts. One part consists of “Frequently Asked Questions (FAQ)” in which all answers are provided in the form of question and answer frequently asked by the scholars. The second part consists of the “Formats.” The various formats listed in this section can be used by the FAEA scholars for timely release of their grant.

The general concerns of the FAEA scholars are provided here. In case if any query is not answered in this manual, FAEA scholars can write to us at [inquiry@faeaindia.org](mailto:inquiry@faeaindia.org) .

This manual is periodically Updated hence FAEA scholars are advised to check for the latest version of the manual on the website.

## **Part II – Formats For Renewal of Scholarship (2022-23)**

***Part II- formats are applicable for scholars who have already been selected for renewal of scholarship. Students, who want to apply for the scholarship, may visit our website [www.faeaindia.org](http://www.faeaindia.org) for more details. Students are required to completely fill all the formats. Incomplete forms will not be accepted.***

## Part 1 – Frequently Asked Questions

Q No.	Question
Q 1	Which documents are required to be submitted by the FAEA scholars in order to get the scholarship/grant released?
Q 2	What are the grant benefits available to the FAEA scholars? i. Tuition fee ii. Maintenance Allowance iii. Books Allowance iv. Clothing Allowance v. Travel Allowance vi. Miscellaneous Allowance vii. Hostel & Mess Charges
Q 3	Does FAEA help the scholars in getting admission to the college?
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Q 5	Do FAEA scholars have to join FAEA's Associate College only? Can they join any other college?
Q 6	Does FAEA pay to the college directly?
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Q 9	Does FAEA pay for the private hostel?
Q 10	How does FAEA pay in case if Hostel fee is collected by college but the mess charges are collected by a private contractor or if it is managed by students in a dividing system?
Q 11	There is no breakfast facility in the hostel. Does FAEA provide help besides the mess charges?
Q 12	Does FAEA provide for additional book allowance?
Q 13	Does FAEA have provision to pay for a Computer course or English language course outside the college?
Q 14	Does FAEA provide money to buy computer/scooter/bicycle?
Q 15	Do the FAEA scholars need to get the Medical Insurance (Mediclaime policy) done themselves?
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Q 18	What is the process of renewing the FAEA scholarship after completion of the academic year?
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Q 24	Does FAEA help in placements of FAEA scholars who successfully complete their graduation/post graduation?
Q 25	Does FAEA help the FAEA scholars in their summer projects? Can FAEA recommend the students to any company?
Q 26	Who will get the scholarship amount?
Q 27	If I have not cleared some of my semester papers, am I still eligible for renewal of Scholarship?

**Q 1. Which documents are required to be submitted by the FAEA scholars in order to get the scholarship/grant released?**

Ans 1 The following documents are required to be submitted to get the scholarship amount released:

- I. Copy of the Grant letter signed by the FAEA scholar.
- II. Class X mark sheet & Certificate photocopy duly attested by the Principal of the school/college.
- III. Class XII mark sheet & Certificate photocopy duly attested by the Principal of the school/college.
- IV. 3 recent passport size Photographs duly attested by the Principal/Gazzeted Officer of Govt. of India.
- V. Recent Family Income certificate issued by the authorized Govt. Agency/department.
- VI. Certificate of Caste, in case of SC/ST and OBCs issued by the authorized Govt. Agency/department.
- VII. "Scholarship declaration" letter signed by the student and duly attested by the College Principal.
- VIII. Permanent mailing address form completely filled.
- IX. Mailing address form completely filled.
- X. College details form completely filled.
- XI. Course details form completely filled.
- XII. Bank details form completely filled.
- XIII. Certificate of expenditure/Fee certificate issued by the college principal or a certificate of expenditure prepared by FAEA scholar and attested by the Principal or Annual Fee certificate/ Expenditure certificate can be issued by the college also. (This certificate of expenditure should contain all the details. **(Use Format 1) FEE receipts**)
- XIV. Annual Hostel and Mess Certificate issued and duly attested by Principal. **(Use Format 2) FEE receipts**

**Q 2. What are the grant benefits available to the FAEA scholars?**

**Ans 2 i. Tuition Fees.**

FAEA shall pay fees only for the free seats and in no case for the paid seats. The procedure to be followed is as mentioned below:

Submit a fee certificate. The fee certificate should be signed and attested by the Principal/Dean/Director of the college/Institute in which the FAEA scholars get admission. It should contain the entire fees payable in one academic year. If the college has two semesters then it is advisable that the student request the College to mention the fees payable for both the semesters. The college should be requested to provide a break up of the fee structure. **(Use Format 1)**

**Or**

FAEA scholars can pay the fees to the college/Institute and get it reimbursed later. They will need to do the following in order to get the reimbursement:

- a. Make a certificate of expense and include all the charges they have incurred and get it attested by the Principal as per **Format 1**.
- b. Submit the original copy of the receipts. (The total amount of the receipts must tally with the amount mentioned in the certificate)

**ii. Maintenance Allowance (as intimated at the time of selection)**

- a. The "maintenance allowance" is payable to scholars who do not stay in the college hostel. In case if a FAEA Scholar stays in the hostel provided by the college, FAEA shall not pay the "maintenance allowance." Instead the hostel and mess charges will be paid. as per **Format 3**.

- b. Total money which is payable to the FAEA Scholar is RS. 18,000 per annum. It is payable either in one or two equal installments of RS. 9,000 each in an academic year.
- c. This amount is paid directly to the FAEA scholars by demand draft.

**iii. Books Allowance (as intimated at the time of selection)**

- a. The total amount payable to a Scholar under this head is RS. 2,000/1,000 Per annum.
- b. The entire amount is released at the beginning of the academic year.
- c. This amount is paid directly to the FAEA Scholar by demand draft.

**iv. Clothing Allowance (as intimated at the time of selection)**

- a. The total amount payable under this allowance is RS. 1,000 Per annum.
- b. The entire amount is released at the beginning of the academic year.
- c. This amount is paid directly to the FAEA scholars by demand draft.

**v. Travel Allowance (as intimated at the time of selection)**

- a. Total money which is payable to the Scholar is RS. 1,000 per annum.
- b. The entire amount is released at the beginning of the academic year.
- c. This amount is paid directly to the FAEA scholars by demand draft.
- d. In case if FAEA Scholar has to travel to other cities for his/her education, he/she may make a separate request for the same.

*Special Note – FAEA has in the past received request from scholars for payment of bus fees etc. All FAEA scholars are requested to note that such requests are denied. Scholars are expected to manage their transportation within RS. 1,000.*

**vi. Miscellaneous Allowance (as intimated at the time of selection)**

- a. This allowance is payable only to those FAEA scholars who are entitled for “Hostel/Mess Charges.”
- b. The total amount payable under this allowance is RS. 3,000 per annum.
- c. The entire amount is released at the beginning of the academic year.
- d. This amount is paid directly to the FAEA scholars by demand draft.

*Special Note – FAEA scholars who do not get “Hostel & Mess charges” are automatically entitled to “Maintenance Allowance” and hence they are not eligible for “Miscellaneous allowance.”*

**vii. Hostel & Mess charges**

FAEA shall pay actual Hostel & Mess charges certified by the Principal of the college/institute. FAEA shall not pay for private Hostel & Mess. The procedure to be followed by FAEA scholars for the payment of Hostel & Mess Charges is as noted below:

Submit a Hostel & Mess Charges certificate. The Hostel & Mess Certificate should be signed and attested by the Principal/Dean/Director/Warden/Provost of college/Institute/hostel. It should contain the entire amount payable in one academic year. The college/institute/hostel should be requested to provide a break up of the charges. (**Refer Format 2**)

**Or**

FAEA scholars can pay the Hostel & Mess charges to the Institute and get it reimbursed later. They will need to do the following to get the reimbursement:

- a. Make a certificate of Hostel & Mess charges and include all the charges they have paid to the college and get it attested by the Principal as per **Format 2**.
- b. Submit the original receipts. (The total amount of the receipts must tally with the amount mentioned on the certificate)
- c. Students who are not availing Hostel Facility from College are required to fill Non Hosteller **Format 3**

**Q 3. Does FAEA help FAEA scholars in getting admission to the college?**

Ans 3. No, FAEA does not help FAEA scholars in getting admission to the college. The scholars need to secure admission themselves. They are advised to seek admission under merit (free seat) category. FAEA will not pay for the paid seats.

**Q 4. Does FAEA help the scholars in getting admission to the Associate Colleges of FAEA?**

Ans 4. FAEA may help in getting the FAEA scholars admitted to the Associate College but does not guarantee admission. FAEA scholars should apply directly; meet the eligibility criteria of the Institute concerned and secure admission. They are, however, advised to inform FAEA if they apply in any of the Associate colleges.

**Q 5. Do FAEA scholars have to join FAEA's Associate College only? Can they join any other college?**

Ans 5 No, it is not necessary for the FAEA scholars to join the associate colleges only.

They may join any college of their choice anywhere in the country. They are at liberty to choose any college and any course/discipline of study within the geographical limits of India. FAEA only advises that they join a college/institution with a proven track record of academic excellence.

**Q 6. Does FAEA pay to the college directly?**

Ans 6 Yes, FAEA does pay the college directly. We prefer to pay to the college directly. FAEA scholars will be required to submit the documents well in advance and give FAEA 3-4 working weeks to make the payment. Incase if the fees are required to be paid immediately and there isn't enough time, they may go ahead and pay the fees and thereafter submit the relevant documents for reimbursement.

**Q 7. Can a FAEA Scholar receive any other scholarship? Can he/she benefit from two scholarships simultaneously?**

Ans 7 FAEA scholars can not 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 FAEA scholarship being cancelled.

FAEA scholars are required to submit **a fresh declaration at the beginning of each academic year. (Refer Format 4)**

**Q 8. Can a FAEA Scholar choose between hostel/mess facility and Maintenance allowance?**

Ans 8 No, FAEA scholars cannot choose between the two. If they are staying in the hostel provided by the college, they will be entitled for the hostel/mess charges.

FAEA scholars will be automatically entitled for the “maintenance allowance” if they are not availing the hostel facility. They are required to declare this at the beginning of their scholarship and it should be verified by the principal.

**Q 9. Does FAEA pay for the private hostel?**

Ans 9 No, FAEA does not pay for the hostel if it is not a part of the college. If the college does not provide the hostel facility or if the scholar does not get the hostel facility, they may stay anywhere outside the college campus. In such a case, the scholar will be eligible for “Maintenance allowance.”

However, it is to be noted that the college principal will have to certify that the scholar is not availing the hostel facility.

**Q 10. How does FAEA pay in case if Hostel fee is collected by college but the mess charges are collected by a private contractor or if it is managed by students in a dividing system?**

Ans 10 As long as the hostel and mess charges are certified by the Principal and it is clearly defined in the certificate as to whom the payment has to be made, it shall be paid.

In case, if it is not possible to provide mess charges certificate duly attested by the Principal or Warden, the student may bring this to the notice of FAEA and request for Maintenance allowance. That the mess is run by a private contractor, or it is a dividing system, must be verified by the Principal of the institute.

**Q 11. There is no breakfast facility in the hostel. Does FAEA provide help besides the mess charges?**

Ans 11 No, FAEA does not pay for additional breakfast charges. Scholars are advised to request the warden to include the breakfast charges while issuing the mess charges certificate.

**Q 12. Does FAEA provide for additional book allowance?**

Ans 12 No, FAEA does not pay for additional book allowances.

**Q 13. Does FAEA have provision to pay for a Computer course or English language course outside the college?**

Ans 13 No, FAEA does not pay for any computer course or English language course outside the college.

**Q 14. Does FAEA provide money to buy computer/scooter/bicycle?**

Ans 14 No, FAEA does not provide money to purchase computer, scooter, bicycle etc. Such requests are denied.

**Q 15. Do the FAEA scholars need to get the Medical Insurance (Mediclaime policy) done themselves?**

Ans 15 No

**Q 16. Does FAEA pay for the parents' policy?**

Ans 16 No,

**Q 17. Is LIC policy and Medical Insurance the same thing?**

Ans 17 No,

**Q 18. What is the process of renewing the FAEA scholarship after completion of the academic year?**

Ans 18 After completion of one academic year the renewal of the scholarship is subject to the FAEA scholar satisfying the following conditions:

1. The scholar should submit his mark sheet attested by his college principal.
2. A recommendation letter from the principal stating that the performance of the scholar is satisfactory should be submitted. Scholar should mention their percentage. **(Refer Format 5)**
3. A scholarship declaration letter stating that he/she is not receiving any other scholarship has to be submitted **(Refer Format 4)**
4. Annual expenditure certificate/ Fee certificate detailing the expense for the next year and duly attested by the college principal should be submitted. **(Refer Format 1)**
5. Annual Hostel & mess certificate (if applicable) attested by the college principal should be submitted. **(Refer Format 2)**

**Q 19. Can a FAEA Scholar join a Diploma course?**

Ans 19 No, FAEA shall not pay for any diploma course. FAEA will only pay for the course which leads to a degree.

**Q 20. Does FAEA allow the FAEA scholars to defer (postpone) their scholarship for one year to prepare for MBBS/Engineering entrance exams?**

Ans. 20 FAEA scholars can defer (postpone) their scholarship for one year under two circumstances:

1. To prepare for competitive exams like MBBS, Engineering etc.
2. In case of serious illness or accident. The request has to be forwarded by the principal.

The deferment is allowed only once during the scholarship tenure. FAEA scholars have to submit a written application to FAEA citing reasons for deferment and it is considered on a case to case basis.



**Q 21. Does FAEA pay for the MBBS/Engineering coaching and entrance fee?**

Ans 21 No, FAEA does not pay for any private coaching of MBBS, Engineering and college subjects. Entrance fee of any competitive examination has to be borne by the students themselves.

**Q 22. Can FAEA scholars study outside India?**

Ans 22 No, FAEA scholarship is meant for undergraduate studies within the geographical limits of India. FAEA scholars can study in any recognized college, which awards degree on completion of their course, in India.

**Q 23. Does FAEA also pay for the Masters Degree?**

Ans 23 FAEA supports a scholar for a maximum period of 5 years (subject to availability of funds). FAEA scholars may request for their grant to be continued, after they finish Bachelors degree, to attain Masters Degree. The continuation of the scholarship depends on good academic performance each year and on the recommendation of the principal. Approval for the institute is a must.

For the continuation of the scholarship from Bachelors to Master, FAEA scholars are required to submit a written application for same and it is considered on a case to case basis (subject to availability of funds).

**Q 24. Does FAEA help in placements of FAEA scholars who successfully complete their graduation/post graduation?**

Ans 24 At this point of time FAEA does not have a placement cell. However, a "FAEA Placement Cell" is under consideration. Scholars can also get in touch with the Associate Colleges and request for a campus placement. However placement will be subject to the candidate's selection during the interview, no college can guarantee placement.

**Q 25. Does FAEA help the FAEA scholars in their summer projects? Can FAEA recommend the students to any company?**

Ans 25 No, FAEA does not help the scholars in their summer projects. FAEA does not recommend any student to any company for training.

**Q 26. Who will get the scholarship amount?**

Ans.26 All the allowances will be paid to the scholar directly. If the scholar has paid the college/ mess/hostel fee, he/she is to suppose to submit the original receipts and the draft will be drawn in their favour, else the fee will go to the college directly. For that you need to mention the name that has to be mentioned on the draft. For draft, please give us the Exact name which you have in your bank account.

**Q 27. If I have not cleared some of my semester papers, am I still eligible for renewal of Scholarship?**

Ans 27 Please note that renewal of scholarship is totally dependent on your performance. In case you have not cleared some papers but have been promoted to next semesters, your principal has to give a strong recommendation to continue your scholarship.

In case you are not promoted to next semester your scholarship will be on hold till you clear your papers and renewal will totally depend on FAEA's approval.

\*\*\*\*\*End of Part 1\*\*\*\*\*

## **Part II – Formats For Renewal of Scholarship (2023-24)**

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

#### **Check List of documents for FAEA Scholarship for the year 2023-24**

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/Stamped by the Head of the Institution, where the applicant is studying.**

S No.	Documents to be sent by you	
01.	Copy of grant letter signed by you ( <b>Compulsory only for New Scholars</b> ) ( <b>Issued after Final Selection</b> ).	<input type="checkbox"/>
02.	Class X mark sheet attested by college/school Principal. ( <b>Compulsory only for New Scholars</b> )	<input type="checkbox"/>
03.	Class XII mark sheet attested by your college/school Principal. ( <b>Compulsory only for New Scholars</b> )	<input type="checkbox"/>
04.	Attested photocopy of your BPL Card/BPL Certificate/Ration Card/Household Card etc, preferably in English Language. ( <b>Compulsory only for New Scholars</b> )	<input type="checkbox"/>
05.	Attested photocopy of Latest Income certificate, issued by the authorized Govt. Agency/department preferably in English Language. ( <b>Compulsory only for New Scholars</b> ) (Income certificate must be issued from the Competent District Revenue Authority not below the rank of Tahashildar. Translated copy of Income Certificate is required in case the issued certificate is not in Hindi or English).	<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 preferably in English Language. ( <b>Compulsory only for New Scholars</b> ) (Caste certificate to be furnished and must be issued from the Competent District Revenue Authorities not below the rank of Tahashildar. Translated copy of Caste Certificate is required in case the issued certificate is not in Hindi or English. Self certified certificates should be verified by the Head of the Institution, where the applicant is studying). Translated copy of Income Certificate is required in case the issued certificate is not in Hindi or English).	<input type="checkbox"/>
07.	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 by all scholars.</b>	<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 (Compulsory for old scholars) (New Scholars are required to submit attested marksheet of last known result)</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). In Case of Non Hostellers, Students are required to submit <b>Non Hosteller Certificate</b>	<input type="checkbox"/>

	issued by the College. <b>(This certificate of expenditure should contain all expense payable in the session of 2023-24) To be submitted at the beginning of each academic year.</b>	
10.	Permanent 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>	<input type="checkbox"/>
11.	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>	<input type="checkbox"/>
12.	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>	<input type="checkbox"/>
13.	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>	<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) <b>(Compulsory only for New Scholars)</b>	<input type="checkbox"/>
15.	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) (If it is a minor account please convert it into major account for receiving scholarship amount)</b>	<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> <b>(Only for New Scholars and those who have not uploaded/sent their photographs).</b>	<input type="checkbox"/>
17.	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). Submission of Aadhar Card is compulsory for all applicants</b>	<input type="checkbox"/>

**FORMAT 1 (FAEA SCHOLARSHIPS)**

**(Fee certificate – Issued by College)**

Date \_\_\_\_\_

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

**Sub: Fee certificate for the academic year 2023-24.**

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 2023-24. The College is affiliated to \_\_\_\_\_ University. The fees payable for the academic year 2023-24 is as follows (**Attach attested annual Annual Fee Certificate/ Fee Certificate issued by college for academic session 2023-24**) (College Authority is requested to issue Annual Fee Certificate/ Expenditure Certificate to be paid by student for the academic session (2023-24) for the purpose of scholarship. (Both the certificates should match):

	Fee Already Paid to the Institution for the Academic Year 2023-24	Fee Payable for the academic year 2023-24 (Unpaid Amount)
Tuition Fees- Rs.		
Exam Fees- Rs.		
Caution deposit (Refundable)- Rs.		
Other charges (Please specify)- Rs.		
Etc (Please specify) – Rs.		
<b>Total Fee/Amount- Rs.</b>		

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

**If student has already paid the fee and FAEA need to transfer scholarship amount to student account the students are required to attach attested Xerox/photocopies of the receipts with Fee Certificate otherwise grant will be sent to the College directly.**

Thanking you,

Sincerely yours,

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (**Name and Designation of the Signatory is mandatory**))

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

**FORMAT 2 (FAEA SCHOLARSHIPS)**  
**(Hostel, Mess Certificate – Issued by College)**

Date \_\_\_\_\_

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

**Sub: Hostel and Mess Fee certificate for the academic year 2023-24.**

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 2023-24. 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 2023-24 is as follows: **(Attach attested Annual Expenditure/Hostel and Mess Certificate issued by college for the academic session 2023-24)** (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 (2023-24) for the purpose of scholarship. (Both the certificates should match):

	Fee Already Paid to the Institution for the Academic Year 2023-24	Fee Payable for the academic year 2023-24 (Unpaid Amount)
Hostel Charges - Rs.		
Mess Charges- Rs.		
Caution deposit (Refundable)-		
Other charges (Please specify) - Rs.		
Etc (Please specify) - Rs.		
Total Fee/Amount -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 only) **(If student is availing Private hostel/ mess/ room facility or not staying in Hostel, please do not attest and mention not applicable. These students are required to submit Format No. 3 Certificate for Non Hostellers).**

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (Name and Designation of the Signatory is mandatory)

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

**FORMAT 3 (FAEA SCHOLARSHIPS)**

**(Certificate for Non Hostellers – Issued by College)**

**(This certificate is also valid for students who are availing Private hostel /PG/Rented Home)**

Date\_\_\_\_\_

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

**Sub: Certificate Non Hostellers for the academic year 2023-24.**

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 2023-24. He/ She is a Non Hosteller and not availing Hostel and Mess Facility from college for the academic year 2023-24.

Thanking you,

Sincerely yours,

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by\_\_\_\_\_ (Name and Designation of the Signatory is **mandatory**)

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 2023-24.**

Dear Sir/Madam,

I hereby declare that I am **not receiving any other scholarship** in the academic year 2023-24. In this academic year 2023-24 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 for necessary deductions. Attach an attested certificate of scholarship details (if any). (Add extra pages if required**

\_\_\_\_\_

\_\_\_\_\_

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (Name and Designation of the Signatory is **mandatory**)

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 2023-24.**

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 2023-24.

With warm regards,

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (Name and Designation of the Signatory is mandatory)

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. Without submission of attested/certified Marksheet/Result scholarship will not be released.**

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 with recommendation letter on the basis of internal performance (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. (Mandatory)

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.**



## 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.	a) Father/Husband Name	
	b) Father's Occupation	
08.	Permanent Address for communication with pin Code	
09.	City	
10.	Pin code	
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)**

**FAEA shall send letters & mails to you at the mailing 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.	Date of Birth (DD/MM/YY)	
07.	a) Father/Husband Name	
	b) Father's Occupation	
07.	Mailing Address for communication with pin Code	
08.	City	
09.	Pin code	
10.	a) District	
	b) 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/neighbor/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 and update with FAEA if there is any change in email ID/Phone numbers.

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 of the College/Institute	
07.	City	
08.	Pin code	
09.	a) District	
	b) 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.	<b>Principal's/ Dean/Authorized Signatory Signature and stamp</b> (Name and Designation of the Signatory is mandatory)	

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.	Type of Academic System being followed by the institute (Annual/Semester type)	<input type="checkbox"/> Annual <input type="checkbox"/> Semester
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: \_\_\_\_\_

Students are required to attach their Photo ID Card of College with this document.

## 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	
10.	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 IFSC Code.
2. Please enclose a cancelled cheque leaf along with this sheet.

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

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

## FORMAT 11 (FAEA SCHOLARSHIPS)

### **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:**

**Place:**

**(Signature of the Applicant)**

**Name of the Applicant**