

CCMT EDUCATION CELL

Chinmaya Gardens, Siruvani Road, Nallur Vayal P.O, Coimbatore - 641 114.

Guidelines for completion of the Application Form for the award of CHINMAYA EDUCATION CELL SCHOLARSHIP (CECS) 2016-2017.

- Please read the guidelines carefully.
- The CECS is for students studying in **Chinmaya Educational Institutions** who are academically brilliant but are in need of financial assistance in continuing the studies.
- Financial assistance will include **tuition fees, uniform, books, stationery and transport expenses** of the student for one year.
- The scholarship amount will be shared by the Education Cell and the respective Vidyalaya/College. The Cell will meet 75% of the total expenses (**as per the limit set by CCMTEC**) and the Vidyalaya/ College will meet the balance 25%.
- The Vidyalaya/College can raise the 25% of its share by giving free-ship (not charging fees), seek the help of the local Chinmaya Mission or find a local sponsor.
- The Facilitators from each institution will ensure the smooth functioning of this scheme of the CCMT Education Cell.

ROLE OF FACILITATORS

- The Correspondent / Secretary and the Principal of the Vidyalaya/College will function as the Facilitators of the Scholarship
- The Secretary / Correspondent and the Principal together must select the eligible students for the scholarship.
- The Facilitators must have a thorough knowledge of the academic performance and financial background of the students who are being nominated for the scholarship.
- The Facilitators must monitor the scholarship students' performance throughout the year and ascertain if they are eligible for the renewal of the scholarship the next year
- The Facilitators must ensure that the Application Forms are filled in properly and correctly, and **all necessary documents attached**. They also must ensure that the forms reach the Cell Office on time.

ELIGIBILITY

- The scholarship will be awarded to two students from each Vidyalaya/College. **They can be fresh students/renewal of the ones granted last year or both.**
- The scholarship will be awarded to any two students from classes IV to XII of the Vidyalaya and any two students of the college.
- The students should have done well in **academics scoring 80% or more in the aggregate.**
- The students should have participated in co-curricular or extra curricular activities.
- **Their annual family income should not exceed Rs 2, 00,000.**
- The students will continue to get the scholarship in subsequent years if
 - a) They continue to deserve it.
 - b) The sponsorship/support from the Vidyalaya/College continues.

INSTRUCTIONS

1. The Application Form should be complete in all respects.
2. The Principal should certify the authenticity of the student's credentials.
3. **Mark sheets attested by the Principal for the previous year must be sent. The Application Form has a separate column which asks for the marks of the student for the preceding three years and this has to be duly filled in.**
4. Copies of certificates for co-curricular and extra curricular activities (only certificates of outstanding performance) attested by the Principal must be enclosed. This however is not the main criterion.
5. All documents like certificates, mark sheets, **cash receipts** etc should be in English. If the **original is not in English, attested translation in English should be sent with the original.**
6. Actual expenses for the whole academic year must be certified by the Principal and the Correspondent / Secretary of the Vidyalaya/ College.
7. All original bills must be submitted along with the statement showing expenses.
8. **It is important for the principal to send the fee structure giving break up/ details of the fee decided for the academic year 2016-2017.**
9. Clear documents to prove family income must accompany the Application Form (Employer's salary certificate / pension certificate/ income certificate or similar documents)
10. **The last date for the receipt of the Application Form at the Education Cell office is 31st August 2016.**
11. **Late and incomplete applications will not be considered for the award of the scholarship.**
12. Each application will be decided on its merits and the decision of the Education Cell shall be final.
13. Please send the duly filled Application Forms by **registered post / courier** to the Administrator- Education, CCMT Education Cell, Chinmaya Gardens, Siruvani Road, Nallur Vayal P.O., Coimbatore - 641 114.
14. The scholarship amount will be sent by cheque/D.D in the name of the scholarship student to the Vidyalaya/College in September/October 2016. On receipt of the same, in each fresh case, a bank account should be opened in the name of each of the scholarship student with the Principal and the scholarship student's parent/guardian as the joint signatories. The Vidyalaya/College will also contribute its share of the scholarship money in the form of a cheque in the name of the scholarship student. (In case of free-ship the share of the Vidyalaya/College can be adjusted accordingly). Along with the scholarship amount, an Acknowledgement Form will be sent which will be duly filled by the scholarship recipients acknowledging the receipt of the total scholarship amount. This form has to be sent back to the CCMT Education Cell office without delay.
15. For any further clarification please contact the Administrator, CCMT Education Cell.

Note: In the case of colleges, if the tabular form given for showing the student's academic performance for the past 3 years needs modification, the same may be done and a separate sheet showing the relevant details of academic performance may be attached.

Renewal / New

Application No:

CCMT EDUCATION CELL

CHINMAYA GARDENS, SIRUVANI ROAD, NALLUR VAYAL P.O.,
COIMBATORE -641 114

APPLICATION FORM

for

CHINMAYA EDUCATION CELL SCHOLARSHIP (CECS) 2016-2017.

1. Carefully go through the entire form before filling it.
2. The application form should be neatly written /typed in BLOCK LETTERS.
3. Submit the application with all required attachments before **31.08.2016**.
4. The applicant should sign over his/her photograph.

Passport size
photograph
to be affixed here

STUDENT PROFILE

Name of the student: _____

Male /Female: _____ Date of Birth (DD/MM/YY): _____

Postal Address: (Resi): _____

City: _____ State: _____ Pin code: _____

Phone with STD Code: _____ Email: _____

VIDYALAYA/COLLEGE PARTICULARS

Name of the Vidyalaya / College: _____

Address: _____

City: _____ State: _____ Pin code: _____ Email: _____

Class to which Aid sought: _____ Year beginning: _____ (month/year) to _____

Aid required from CCMT Education Cell: Rs. _____

Name of the Secretary: _____ Name of the Principal: _____

Nearest town where branch of **Syndicate Bank** is available: _____

ACADEMIC PERFORMANCE FOR THE PRECEDING THREE YEARS (If any column is left blank the reason for the same has to be specified)

Academic Year	CLASS	EXAM	%	RANK	CLASS HIGHEST	CLASS AVERAGE
2013-2014		Quarterly/ Aggregate of unit tests				
		Half - yearly				
		Annual				
2014-2015		Quarterly/ Aggregate of unit tests				
		Half - yearly				
		Annual				
2015-2016		Quarterly/ Aggregate of unit tests				
		Half - yearly				
		Annual				

FAMILY AND FINANCIAL DETAILS

(Details of immediate family members)

<u>Name</u>	<u>Age</u>	<u>Relationship with student</u>	<u>Occupation</u>	<u>Annual Income</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST OF FAMILY ASSETS:

SCHOLARSHIP RENEWAL

(To be filled by students who received CECS in previous years)

1. Year and amount received
 1. 13 -14 Rs: _____
 2. 14- 15 Rs: _____
 3. 15 -16 Rs: _____

2. Name of the bank in which account opened

3. Account No:

4. Details of significant changes, if any, in the family's gross annual income / financial condition

AID REQUESTED AND ACTUAL EXPENSES INCURRED

- ◆ Tuition fee other than charged by the Vidyalaya/College not to be included in fees.
- ◆ Only transport to school/College and back to be included in transport expenses.
- ◆ No guide books, reference books etc. to be included in books and stationery expenses.
- ◆ **Uniform expenses to include 2 sets of uniform & 1 pair of shoes only.**

<u>ITEM OF EXPENSE</u>	<u>AMOUNT CLAIMED</u>	<u>REFERENCES TO RECEIPTS ATTACHED FOR ACTUAL EXPENSES</u>
Tuition Fees	_____	_____
Transport	_____	_____
Books, Stationary	_____	_____
Uniform	_____	_____
<u>TOTAL</u>	_____	
In words	_____	
CONTRIBUTION FROM THE VIDYALAYA/ COLLEGE _____		
AID REQUESTED FROM CCMT EDUCATION CELL _____		
Is the student receiving any other scholarship from any other organisation? _____		
If yes, of what amount and from whom? _____		

I hereby declare that the information provided in this application is true and correct. If proven untrue or incorrect, I understand that the financial aid may be denied /discontinued to me or that I may be asked to refund the scholarship amount provided to me. I also pledge that upon completing my education and becoming a productive member of the society, I shall financially support the education of at least two bright and promising students facing financial hardship.

Name of the applicant

Signature of applicant

Date

2. To be completed by parent/guardian

I hereby declare that the information provided in this application by my son/ daughter/ward and the family's gross annual income stated are true and correct. If proven untrue or incorrect, I understand that the financial aid may be denied / discontinued to my son / daughter/ ward and that I may be asked to refund the scholarship provided.

Name of Parent/ Guardian

Signature of Parent/ Guardian

Date

3. To be completed by the facilitators - Secretary / Correspondent and Principal / H.M

The student and his / her parent / guardian have signed the above declaration in my presence. I declare that the student's progress will be monitored closely and reviewed regularly.

Name of Secretary/Correspondent

Signature of Secretary/Correspondent

Date

Name of Principal/HM

Signature of Principal/HM

Date

4. To be completed by the facilitators - Secretary/Correspondent and Principal/HM

The Chinmaya Vidyalaya/College hereby agrees to contribute Rs._____, the amount being 25% of the total amount of the Chinmaya Education Cell Scholarship (CECS) sanctioned to _____ studying in class _____ for the academic year 2016-2017

Signature of Secretary/Correspondent: _____ Date: _____

Signature of Principal/ HM: _____ Date: _____

Vidyalaya/ College seal

FOR OFFICE USE ONLY

○ Name of the student : _____

- Application No : _____
- Date of receipt : _____
- Total Amount: Rs. : _____
- Share of the Education Cell Rs. : _____
- Share of the Vidyalaya/ College Rs: _____
- Cheque/ DD No. with date : _____

RENEWAL/NEW
SANCTIONED / NOT SANCTIONED

Administrator – Education