



# **JITO ADMINISTRATIVE TRAINING FOUNDATION**

**B101, 1st Floor, Business Square at Solitaire Park, Opp. Apple Heritage,  
Andheri Kurla Road, Andheri East, Mumbai -400093**

**Tel: +91-22-40233001 | +91-22-40233002 | Email: info@jitoatf.org | www.jitoatf.org**

**SEED : STUDENTS EMPOWERING EDUCATION & DEVELOPMENT**

[A Division of JITO Administrative Training Foundation]

## **SEED – (INTEREST FREE LOAN)**

**STUDENTS EMPOWERING EDUCATION & DEVELOPMENT**

### **GUIDELINES FOR GRANTING INTEREST FREE LOAN TO NEEDY STUDENTS W.E.F. SEPT 2014**

1. SEED application should be on JATF prescribed form only and the reply against each point is compulsory.
2. The applicant must have secured 60% or more marks in all the Board/College/ University examinations commencing from standard 10th onwards till the last examination / special test etc.
3. All required documents must be attached along with the application. Incomplete application will be rejected and the same will not be eligible for personal interview and financial assistance.
4. Recommendation from JATF or JITO FCP/Patron member is a must and same will be verified by JATF office.
5. Application will be accepted by JATF only between 1st April to 31st July of each year.
6. Application for finance assistance will not be consider for student who has already taken admission for the course.
7. Applicant must arrange and give documentary proof that he/she has already arranged at least 50% of the required TOTAL STUDY EXPENSES.
8. Maximum Loan amount from JATF per student will be Rs. 2.00 Lacs. If the study course fees is more than Rs.2.00 lacs, then proof of arrangement of balance amount must be submitted.
9. Financial assistance should be given for a period of 1 year only or maximum of one time during the study period.
10. Financial assistance should be treated as Interest free Educational Loan and Indemnity Bond is required to submit for refund of financial assistance amount.
11. Personal Interview is a must for Financial assistance, if loan amount is above Rs. 25,000/-.
12. Up to Rs. 25,000/- Financial assistance, application of student from outside Mumbai can be considered and approved without interview.
13. Minimum 30 to 40 days time is needed for total processing of the applications.



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14. In case the student is going abroad for study, then the payment will be released only after admission in the institute. In this case the student has to submit the following documents.
  - a. I-20 Letter from University, Copy of Passport page showing visa and immigration stamp
  - b. Copy of course fees paid by students
15. In case of study in India, disbursement will be made only after admission or part payment of the course fees by the student
16. The applicant who has received financial assistance will have to compulsorily submit a certified copy of the progress report, marks etc., to the Trust Office, every six months, till completion of the course.
17. The beneficiary must inform the change in his/her COURSE, COLLEGE, ADDRESS, CONTACT NUMBERS, MOBILE NUMBERS, EMAIL ID etc., immediately, as and when it occurs.
18. On/after completion of the study, he/she must promptly furnish all relevant details of job / income/ employment address, contact numbers, email ids etc to the JATF office.
19. Interview will start from mid-june onwards, Time schedule will be inform to student 10 days in advance
20. Application for Interest free loan will not be consider for student who has taken benefit under JATF-JELP scheme.
21. SEED - Interest free loan is only for students who wish to pursue higher study course after Graduation in India or abroad like MBA, Engineering, Medical, Pharma, Architecture.
22. SEED Committee is authorized and may sanction such amounts as they may deem fit on the basis of merits and relevant details of the application and circumstances of individual case. Decision of the committee is FINAL AND BINDING to the Applicant.



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**APPLICATION WILL BE ACCEPTED BY JATF  
ONLY BETWEEN 1ST APRIL TO 31ST JULY OF EACH YEAR**



## PERSONAL DETAILS (BLOCK LETTERS) | 1 |

Full Name (Name - Father Name - Surname)

Mother Name

Marital Status

Single

Married

Date of Birth

D

D

M

M

Y

Y

Y

Y

**Present Address : ( For correspondence)**

CITY :

Pincode

State

Mob No.

Email ID

**Permanent Address :**

CITY :

Pincode

State

## COURSE DETAILS | 2 |

1 Course Name

*(Specify Degree to be obtained and Field/Discipline of Study)*

2 Commencement date of the Course :

& Course Duration (in Yrs)

3 Name of Universities/Institutions where admission has been sought / secured.

*(Enclose documentary evidence information about in the form of assistantship/ scholarship/ fee waiver etc from the institutes must also be mentioned)*

| Name of the University/College/Institute | Country | Admission secured/ sought | Amount of Assistantship/ Scholarship/Fee Waiver secured (US\$/Pounds/Euros) |
|--|---------|---------------------------|---|
|  |         |                           |   |
|  |         |                           |   |



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## COURSE COST DETAILS | 3 |

(Detailed fee structure of one year only as given by the institute / University)

| Particulars                 | 1st year | 2nd Year | 3rd Year | 4th Year |
|-----------------------------|----------|----------|----------|----------|
| Tutorial Fees               |          |          |          |          |
| Living Expenses             |          |          |          |          |
| Total Estimated Expenses    |          |          |          |          |
| Estimate in indian currency |          |          |          |          |
| Particulars                 |          |          |          |          |

## FUNDING DETAILS | 4 |

1 Maximum own funds arranged : ..... Rs. \_\_\_\_\_

2 Education Loan arranged from ..... Rs. \_\_\_\_\_

3 Detail of scholarship received from following trust/institute

| Name of other Trust/Financial Institutes | Application No. | Status of Application |            | Amount Expected/ Sanctioned |     |
|--|-----------------|-----------------------|------------|-----------------------------|-----|
|  |                 | Pending               | Sanctioned | Rs.                         |     |
|  |                 |                       |            | Rs.                         |     |
|  |                 |                       |            | Rs.                         |     |
|  |                 |                       |            | Rs.                         | Rs. |
| Plan of Total Funding                    |                 |                       |            |                             | Rs. |

## OTHER DETAILS | 5 |

1 Your Religion: \_\_\_\_\_

If you are Jain  Sthanakvasi  Terapanthi  Digambar  Shwetambar

2 Have you applied for JATF-JELP interest subsidy Yes  No

3 Has your brother(s) Sister(s) / friend(s) received the JATF-SEED scholarship Yes  No

If yes, please mention the details of a applicant Name : \_\_\_\_\_

Scholarship Amount \_\_\_\_\_ In which year \_\_\_\_\_

## ANNEXURE A :

| Name of Examination | Year of Passing | Name of school & Boards/ college and University | Principal / mains | Total Marks | % |
|---------------------|-----------------|---|-------------------|-------------|---|
| SSC or Equivalent   |                 |   |                   |             |   |
| HSC or Equivalent   |                 |   |                   |             |   |



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BACHELOR'S DEGREE (PLEASE SPECIFY).....

|          |  |  |  |  |  |
|----------|--|--|--|--|--|
| 1st Year |  |  |  |  |  |
| 2nd year |  |  |  |  |  |
| 3rd year |  |  |  |  |  |
| 4th year |  |  |  |  |  |
| 5th year |  |  |  |  |  |

Master'S Degree (Please specify).....(Grades).....

|          |  |  |  |  |  |
|----------|--|--|--|--|--|
| 1st Year |  |  |  |  |  |
| 2nd year |  |  |  |  |  |

Any other degree (Please specify) .....(Grades).....

|          |  |  |  |  |  |
|----------|--|--|--|--|--|
| 1st Year |  |  |  |  |  |
| 2nd year |  |  |  |  |  |

For student going to study in abroad :

|                    | Marks Obtained | Percentile |             | Marks obtained | Percentile |
|--------------------|----------------|------------|-------------|----------------|------------|
| GRE                |                |            | GRE Advance |                |            |
| Verbal             |                |            | GMAT        |                |            |
| Quantitive         |                |            | TOEFL       |                |            |
| Analytical writing |                |            | IELTS       |                |            |

1 Please specify if any extra curricular activities at School/College/University level

|  |
|--|
|  |
|  |

2 Please specify if any research and development projects undertaken :

|  |
|--|
|  |
|  |

3 Please specify work experiece if any - (Pl. give details of the nature and duration of work)

|  |
|--|
|  |
|  |



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## **ANNEXURE B :**

| Particulars                       | FATHER | MOTHER |
|-----------------------------------|--------|--------|
| Name                              |        |        |
| Age                               |        |        |
| Education                         |        |        |
| Own Business / Service            |        |        |
| Company Name                      |        |        |
| Designation                       |        |        |
| Type of Business                  |        |        |
| If Business-Yearly Sales Turnover |        |        |
| Yearly Net Income                 |        |        |
| Telephone & Mobile No.            |        |        |
| Email ID                          |        |        |
| Signature                         |        |        |

### **DECLARATION BY PARENT & APPLICANT**

I hereby declare that the details in this form are true and correct to the best of my knowledge.

If I am selected, I agree to abide by the terms and conditions of the JATF - Students Empowering Education and Development scheme.

I also undertake to keep the office bearers/Trustees informed of my correct address and that of my Parents/Guarantor and recommenders from time to time.

I will send acceptance letter and consent agreement duly signed by me immediately

I hereby declare that amount of scholarship will be utilized for education purpose only. I will return the loan scholarship amount after completion of study in ..... Installments after the moratorium period i.e. within one year of completion of education or getting a job, whichever is earlier.

\_\_\_\_\_  
Signature of the Parent/Guardian

\_\_\_\_\_  
Signature of the Applicant

Name : \_\_\_\_\_

Applicant Name : \_\_\_\_\_

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



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| ATTACHMENTS & NOTES |  | yes                      | no                       |
|---------------------|--|--------------------------|--------------------------|
| 01                  | Birth Certificate / Proof of Age   | <input type="checkbox"/> | <input type="checkbox"/> |
| 02                  | Ration Card/Address Proof  | <input type="checkbox"/> | <input type="checkbox"/> |
| 03                  | School Leaving certificate   | <input type="checkbox"/> | <input type="checkbox"/> |
| 04                  | Fees structure from the institutes/universities  | <input type="checkbox"/> | <input type="checkbox"/> |
| 05                  | Proof of balance funding arranged.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 06                  | Marks sheet of SSC/HSC/Graduation  | <input type="checkbox"/> | <input type="checkbox"/> |
| 07                  | Extra Curricular / R & D / Work experience certificateds if any                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 08                  | Income proof family members (Salary certificate/IT returns filed); Certificate from Talati/Tehsildar | <input type="checkbox"/> | <input type="checkbox"/> |
| 09                  | Recommendation of JATF Trustee or JITO FCP/Patron Member.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10                  | Copy of VISA clearance (if opting for foreign study)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11                  | Latest Passport size photos - 2  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12                  | Cast Certificate   | <input type="checkbox"/> | <input type="checkbox"/> |

## RECOMMENDATION & DECLARATION BY JATF TRUSTEE OR JITO CHAPTER

I confirm that I know Mr./Ms. \_\_\_\_\_ & his/her family members  
The applicant is deserving candidate for Education loan & I am confident that Applicant will return loan amount after completion of his study.

His/Her Religion is \_\_\_\_\_

If Jain  Sthanakvasi  Terapanthi  Digambar  Shwetambar

|                       |                      |   |  |  |  |
|-----------------------|----------------------|---|--|--|--|
| Name / Chapter Name : |                      |   |  |  |  |
| Address :             |                      |   |  |  |  |
| CITY :                | Pincode              | State                                   |  |  |  |
| Mob No.               | Email ID             |   |  |  |  |
| JITO Chapter Name     | Type of Membership : |   |  |  |  |
| Date                  | Signature            | →<br>In case Chapter - Signature & Seal |  |  |  |
|                       |                      |   |  |  |  |



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### **NOTE :**

|   |  |
|---|--|
| 1 | JATF Provides loan scholarship on returnable basis   |
| 2 | Student should send back a consent letter on receipt of sanction of scholarship letter   |
| 3 | Consent agreement will be taken from the student on sanction of scholarship. On completion of the formalities, the scholarship amount will be sent.            |
| 4 | If application form is not filled fully and correctly with proper supporting. It will be disqualified and will not be kept for consideration before committee. |
| 5 | Acceptance /rejection of application form is solely at the discretion of the JATF committee.   |
| 6 | Application will be accepted by JATF only between 1st April to 31st July of each year.   |