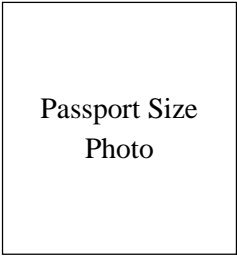


**APPLICATION FORM FOR EDUCATION LOAN**  
(Please read through the application form carefully before filling in)

**1. Particulars of student / course of study**

- A) Full Name :
- B) Date of Birth:
- C)(i) Details of Disability (attached attested photocopy of certificate from competent authority)
- (ii) Percentage of Disability:



**Educational Qualification:**

Sl. No.	Examination	Institution / University From which passed	Year of Passing	Attempts made	Percentage of Marks	Class obtained
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Please enclose marks-sheet of the last examination cleared as also testimonials from the school / two professors from the college last attended

**2. Particulars of Parents / Guardian**

- A) Full Name:
- B) Permanent Address: Residence:
- C) Address: Place of work:
- D) Phone Number: (Res): (Office):
- E) Age:  
If in service
- i) Name & Address of Employer
- ii) Age of retirement
- F) Number of children / dependents:
- G) Particulars of deductions from gross income:  
Net monthly income:

3. Details of present borrowing

Sl. No.	Date of Loan	Obtained From	Amount of Loan Original Present	Repayment Plan	Security (Full Details)
(1)	(2)	(3)	(4)	(5)	(6)

4. Particulars of the course for which the loan is required

A) Name of the course:

B) Duration (full-time / part-time course):

C) Institution / University:

D) Other particulars:

i) Details of tuition fees: Rs.\_\_\_\_\_

1<sup>st</sup> Year of the course: Rs.\_\_\_\_\_

2<sup>nd</sup> Year of the course: Rs.\_\_\_\_\_

3<sup>rd</sup> Year of the course: Rs.\_\_\_\_\_

4<sup>th</sup> Year of the course: Rs.\_\_\_\_\_

5<sup>th</sup> Year of the course: Rs.\_\_\_\_\_ Rs.\_\_\_\_\_ (Total)

ii) Essential:

Books Rs.\_\_\_\_\_

Stationary Rs.\_\_\_\_\_

Equipment, if any Rs.\_\_\_\_\_

iii) Examination fee:

1<sup>st</sup> Year of the course: Rs.\_\_\_\_\_

2<sup>nd</sup> Year of the course: Rs.\_\_\_\_\_

3<sup>rd</sup> Year of the course: Rs.\_\_\_\_\_

4<sup>th</sup> Year of the course: Rs.\_\_\_\_\_ Rs.\_\_\_\_\_ (Total)

5<sup>th</sup> Year of the course: Rs.\_\_\_\_\_ Rs.\_\_\_\_\_ (Total)

5. Details of estimated monthly maintenance expenditure during the period of the course:

- a) RentRs.\_\_\_\_\_
- b) BoardRs.\_\_\_\_\_

6.Particulars of Loan applied for

- a) Total expenses of the course:
- b) Details of non-repayable  
Scholarship / studentship/  
fellowship etc. available to student
- c) Details of repayable loan /  
Scholarship or other financial  
Assistance available
- d) Details of funds available from  
family sources for the course
- e) Amount of Loan applied for

7. (a) Please state in brief how the completion of the course is going to help the student in improving his prospectus of earning his livelihood.

- (b) (i) Expected income per monthRs.\_\_\_\_\_
- (ii) Anticipated monthly expensesRs.\_\_\_\_\_
- BalanceRs.\_\_\_\_\_
- © Amount available for repayment of loanRs.\_\_\_\_\_

8.a) Security offered:

Immovable Property	Lease / Freehold	Title Deed Dt. In the name of	Address

b)Other securities

Name of Security	Serial No.	Name of Holder	Maturity Date	Amount

Repayment Programme:

The loan is proposed to be repaid as under:

- a) For School / College Education in India:  
In..... equated monthly instalments of Rs. ....  
each by the parent / guardian, beginning from .....
- b) For Technical / Professional Higher Studies in India / Abroad:  
In..... equated monthly instalments of Rs. ....  
each by the parent / guardian, beginning from .....

## **CERTIFICATE**

I/We certify that, to the best of my / our knowledge and belief, the information furnished in is true and correct. I/We promise to abide the following terms and conditions governing rant of loan and to utilise the loan for the purpose for which it is granted.

### **Is and conditions of loan:**

The borrower would not participate in any unlawful activity, which would debar him from pursuing his / her studies and follow all the rules and regulations laid down by the educational institution.

The borrower would not enter into a pecuniary obligation or financial liability during the currency of the loan.

The borrower would strive to secure a suitable employment after the completion of the course. As soon as he / she secures employment, he / she would furnish NHFDC full particulars of such employment, including income therefrom.

The borrower would not take up employment during the period of the course, except with the prior permission of NHFDC.

If the borrower is taking up a part-time employment, he/she would produce a certificate from the head of the Institution to the effect that the employment will not effect his / her studies.

The borrower would keep NHFDC informed, from time to time about change of address, if any.

The borrower would not, without NHFDC written prior permission, change the course of studies or the place of study or the educational institution.

The borrower would furnish the copy of mark sheet after every term / semester to the SCA for further submission to NHFDC.

Signature of Applicant

Signature of Parent / Guardian

Date:

Place:

# **NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**

(Ministry of Social Justice & Empowerment)

RED CROSS BHAWAN, SECTOR-12, FARIDABAD-21 007

## **LOAN FOR EDUCATION / TRAINING TO DISABLED PERSONS**

### **APPLICATION FORM**

#### **CHECK LIST**

- 1.0 Please submit the application form in two copies, alongwith all required documents to the channelizing agency of your State.
- 2.0 The following documents are essential, please ensure that they are attached
  - 2.1 40% or more Disability Certificate from medical board of Central / State Government.
  - 2.2 Income Declaration Certificate (on application form itself).
  - 2.3 Birth / Age Certificate from Panchayat / Municipal/ School Certificate.
  - 2.4 Educational Qualification Certificate.
  - 2.5 Caste Certificate for SC/ST/OBC.
  - 2.6 One passport size and one full size photograph of the borrower(s)/guarantor(s).
  - 2.7 Affidavit stating that no loan has been availed from any govt. agency for the same purpose.
  - 2.8 Mark Sheet of last qualifying examination for school and graduate studies in India.
  - 2.9 Copies of letter conferring scholarship, freeship, studentship etc.
    - 2.10 Proof of admission to the course.
    - 2.11 Schedule of expenses for the course.
    - 2.12 Copies of foreign exchange permit (if applicable).
    - 2.13 Statement of Bank account for the last six months of the borrower(s).
    - 2.14 Signature identification from bankers of borrower(s)/guarantors(s).
    - 2.15 A copy of Passport / Voters ID Card / Proof of residence.
    - 2.16 Income Tax assessment order not more than 2 years old.
    - 2.17 Bank statement of assets and liabilities of borrower(s).

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(For free distribution in the interest of persons with disability)

INCOMELETE OR INCORRECT INFORMATION WILL LEAD TO REJECTION OF THE APPLICATION

**Disbursement Policy for Education Loan Scheme In West Bengal**

**Disbursement Schedule:-**

To decrease the burden of interest on the applicant Disbursement of Education Loan will be made in installments as per schedule of payment of money to the Institute except where the loan is sanctioned after payment of fees etc. by the applicant; the money will be disbursed in a lump in favour of the applicant. After receipt of every installment of loan the applicant will have to submit the receipt of fees etc. for which the installment was paid to the SCA.

Before sanction of Education Loan the applicant will have to submit the schedule of payment of fees to the Institute / the copy of receipt of payment of fees to the Institute as the case may be, so that SCA may draw up the disbursement plan of loan during the period of study.

For sanction of all category of Education Loan

- The parent / guardian of the Student will be Co-obligator of the loan.
- Assignment of future income of student for repayment of loan to be done in all cases.
- The document should be executed by the student and the parent/ guardian jointly.

**Security:-**

Amount	Nature of security
Upto Rs.4 lakh	<ul style="list-style-type: none"><li>• No separate security except Co-obligation of parents, where the annual income of parents for last two successive financial years was more than two lakh rupees per year which may be supported by the appropriate income certificate as stated in relevant para.</li><li>• If the income level of parents is not up to that level mentioned above a third party guarantee of above income level will be necessary.</li></ul>
Above Rs.4 lakh to Rs.7.50 lakh	<ul style="list-style-type: none"><li>• Third party guarantee along with co-obligation of parents is mandatory, where the annual income of parents for last two successive financial years was more than two lakh rupees per year which may be supported by the appropriate income certificate as stated in relevant para.</li><li>• If the income level of parents is not up to that level mentioned above, then a fourth party guarantee will be mandatory.</li></ul>
Above Rs.7.50 lakh	<ul style="list-style-type: none"><li>• Collateral security in the form of mortgage of paper security / fixed deposit etc. of tangible value along with Third party guarantee and co-obligation of parents is mandatory, where the annual income of parents for last two successive financial years was more than two lakh rupees per year which may be supported by the appropriate income certificate as stated in relevant para.</li><li>• If the income level of parents is not up to that level mentioned above, the parents may then a fourth party guarantee will be mandatory.</li></ul>

**Income Certificate:-** The income certificate of all persons required for the purpose of disbursement of education loan will be as follows:

- If the person is in regular employment of Central / State / PSU the income certificate is to be obtained from the Officer responsible for payment of salary.
- If the person is in regular employment of any educational institute the income certificate is to be obtained from the Head of the Institution.
- If the person is in regular employment of Private Enterprise the income certificate is to be obtained from the Employer.
- If the person is in self employment, the income statement of the incumbent submitted to the Income Tax authority for last two years.

Note:- The policy has been drafted based on the Policy of disbursement of Education Loan by NHFDC and due consultation has been made with the disbursement policy of United Bank of India.

## **Sanction Policy of Education Loan from NHFDC**

1. Application in the prescribed format with relevant documents is to be submitted by the applicant to the respective Office of the Block Dev. Officer/ District Social Welfare Officer
2. Application & other documents along with recommendation of District Authorities are to be submitted to the Secretary, WBWDU.
3. Applications are to be processed in WBWDU following guidelines regarding **eligible courses and Institute, expenses considered for loan, amount of loan** etc. as per checklist framed by NHFDC. The employment opportunity of the course should also be taken into consideration for sanction of loan.
4. After process, the application will be submitted to the PAC of NHFDC, where final decision on sanction of loan will be taken. If found the application in order, PAC may sanction the amount of loan claimed by the applicant as a whole.
5. NHFDC may be requested to sanction and release whole amount of loan sanctioned covering total course fee and other allowed expenses included in the loan amount and send it to SCA. As per disbursement policy total sanctioned amount will not be released to the student at a time. So the rest amount of loan will have to be deposited in any interest bearing flexi fixed deposit account of Bank having better flexibility of withdrawing money, so that the disbursement of loan to the student following the disbursement schedule will be easier. For this purpose SCA may deposit total amount of education loan in a separate such fore-stated interest bearing account. But disbursement of loan may be made in stages as per requirement /demand directly to the Institutions/ Hostel Authority/ Vendors of books/ equipments etc as mentioned in NHFDC guidelines except where the loan is sanctioned after payment of total fees etc. by the applicant; the money will be disbursed in a lump in favour of the applicant. After disbursement of every instalment of loan to the applicant or Institution, the applicant will have to submit the original receipt of fees etc. for which the instalment was paid by the SCA.
6. The **repayment of loan** as mentioned in the lending policy of NHFDC for Educational Loan is applicable.
7. The accrued interest during repayment holiday (moratorium) period ( period between completion of course and commencement of repayment) is to be added to the principal and repayment EQI is to be calculated including the same.
8. If the student is not able to complete the Course within the scheduled time, extension of time for completion of Course may be permitted for a maximum period of 2 years and the time of repayment by the loanee may be reduced in consonance with extra time granted.
9. If the student is not able to complete the Course for reasons beyond his control, sanctioning authority (PAC of NHFDC) may at its discretion consider such extension as may be deemed necessary to complete the Course
10. All loans should be secured by parents/guardian of the student borrower. In case of married person, co-obligator can be spouse or the parents/parent-in-laws.
11. Owing to delay in process of sanction of NHFDC Education Loan, if a prospective loanee is forced to avail any Bank Loan from any Nationalised Bank with higher interest rate, sanction of loan and payment of same to the Bank to ease the burden of higher interest on the loanee may be considered.