



## MORAVIAN INSTITUTE

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### APPLICATION FOR FINANCIAL AID for the year 2016-2017

Last date for submission: [simultaneously with Application for Admission for new pupil (s)] \_\_\_\_\_

Name(s) of Pupil(s) for whom Financial Aid is requested \_\_\_\_\_

#### Introduction

Moravian Institute is a social service arm of the Moravian Church in the field of education and training. Within its limited resources, the Moravian Church attempts to provide financial assistance so that no meritorious pupil is denied the opportunity to study and train at the Moravian Institute simply due to lack of finances. Moravian Institute attempts to provide additional financial aid in the form of an "Institute Grant" to deserving pupils.

**To receive the "Institute Grant", the applicants, i.e. parents / guardians of such pupils, are required to submit this Application for Financial Aid Form, complete in all respects.**

The applicants are made fully aware that Moravian Institute is a Christian minority institution and, as such, it imparts Christian religious instruction to, and conducts Christian religious prayers and worship for, all the pupils. In applying for Financial Aid, the applicants have to understand and declare that the Institute's entertaining of this Application or granting of Financial Aid is not in any way an inducement to change the creed, religion or denomination of the applicants' family or of their Child / Ward for whom this Financial Aid is requested. Therefore, the applicants are to acknowledge and declare that they have no objection whatsoever to their Child / Ward studying, participating in or accepting Moravian Institute's Christian religious instruction, prayers and worship.

#### Terms and Conditions

- (1) The applicants (parents / guardians), must give a complete statement of family resources, which must include details of assets and liabilities, as well as income and expenditure.
- (2) The Institute will seek to verify all the information mentioned in this Form and supporting certificates or statements. If the Institute finds that the financial position of the family has been wrongly presented, the Financial Aid will be withdrawn.
- (3) Financial Aid will be awarded one year at a time. A fresh application must be submitted each year.
- (4) If the family's financial condition changes, the applicant(s) must inform the Principal.
- (5) The total amount of Financial Aid awarded each year may change depending on how much funding the Institute has available for this purpose.
- (6) To continue to receive Financial Aid, a pupil must maintain good behaviour and moral conduct, must show satisfactory progress in academic studies, must participate adequately in co-curricular and extra-curricular activities, and must perform his / her allotted non-curricular duties diligently.
- (7) Any pupil who indulges in serious misbehaviour which results in suspension, who does not show satisfactory progress in academic studies, who does not participate adequately in co-curricular and extra-curricular activities, or who does not perform his / her allotted non-curricular duties diligently, is likely to have his / her Financial Aid reduced or withdrawn completely.
- (8) The applicants are required to submit this Form by **the last date shown above**. A late application will be considered only after all other decisions regarding Financial Aid have been made, and only if funds are still available.
- (9) The contents of this form will be kept confidential, seen only by the Institute's Financial Aid Committee and sources of funding (e.g. donors, sponsors, etc.), and will not be made available to anyone else.

#### Important Instructions

- (1) **A family needs to fill out only One Form**, even if the number of children studying at Moravian Institute is more than one.
- (2) **This Form must be completed in all respects**. Each and every question must be answered and each and every blank space must be filled. Any irrelevant question or blank space may be filled with "N.A." to signify "Not Applicable". An otherwise incomplete Application Form is liable to be **rejected**.
- (3) For **each** member of the family who is employed, this Form must be accompanied by an up-to-date **Income or Salary Certificate** issued not more than one month earlier by the employer(s). This Income or Salary Certificate must include the details of all benefits and perks, such as allowances, accommodation, etc. A Form without the required Income or Salary Certificate(s) is liable to be **rejected**.
- (4) For **each** member of the family who is self-employed, a **Notarized Affidavit, listing Income from all sources for the previous 12 month period** is required. An Application Form without the required Notarized Affidavit(s) is liable to be **rejected**.

**Part 1. PERSONAL INFORMATION ABOUT THE PUPIL(S) REQUIRING FINANCIAL AID**

	Full Name of Pupil(s)	Month, Year and Class in which the pupil joined (or is seeking admission in) Moravian Institute		
		Month	Year	Class
1				
2				
3				
4				

**Part 2. ALL MEMBERS OF THE PUPIL(S)'S FAMILY LIVING TOGETHER**

Total number of members in the family living together is = \_\_\_\_\_. Please include details of pupil(s).

Name	Gender	Year of Birth	Education	Relationship with pupil
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

**Part 3. FAMILY INCOME**

**A. GENERAL INFORMATION ABOUT HOW THE PUPIL(S)'S FAMILY EARNS A LIVING**

*Write a brief description of how the family earns its income, for example if any family member is self-employed or if any two or more family members are working in a JOINT enterprise, e.g. as a profit-sharing partner in agriculture, petty business, etc., give details of such activities. If any family member is employed by someone else, give a brief description.*

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**B. DETAILED INFORMATION ABOUT EARNING MEMBERS OF THE FAMILY**

**I. Main Earning member of the family**

1. Name of the Father / Male Guardian: \_\_\_\_\_
2. Place of birth : \_\_\_\_\_ and Year of Birth : \_\_\_\_\_
3. Relationship with Pupil : \_\_\_\_\_
4. Nationality : \_\_\_\_\_ and Tribe / Caste : \_\_\_\_\_
5. Religious affiliation : \_\_\_\_\_ and Educational level reached : \_\_\_\_\_
6. If married, Name of spouse (wife): \_\_\_\_\_
7. Occupation : \_\_\_\_\_
8. Gross Annual Income (in the previous 12 months) Rs. \_\_\_\_\_
9. If self-employed, nature and place of work/business: \_\_\_\_\_
10. If employed, Employer's Name & Address : \_\_\_\_\_  
\_\_\_\_\_
11. Years with present employer : \_\_\_\_\_ If less than 5 years with present employer, then state :  
Previous Employer's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

**II. Second Earning member of the family**

1. Name of the Mother / Female Guardian: \_\_\_\_\_
2. Place of birth : \_\_\_\_\_ and Year of Birth : \_\_\_\_\_
3. Relationship with Pupil : \_\_\_\_\_
4. Nationality : \_\_\_\_\_ and Tribe / Caste : \_\_\_\_\_
5. Religious affiliation : \_\_\_\_\_ and Educational level reached : \_\_\_\_\_
6. If married, Name of spouse (husband): \_\_\_\_\_
7. Occupation : \_\_\_\_\_
8. Gross Annual Income (in the previous 12 months) Rs. \_\_\_\_\_
9. If self-employed, nature and place of work/business: \_\_\_\_\_
10. If employed, Employer's Name & Address : \_\_\_\_\_  
\_\_\_\_\_
11. Years with present employer : \_\_\_\_\_ If less than 5 years with present employer, then state :  
Previous Employer's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

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**Please Note**

1. For **each** member of the family who is employed, this Form must be accompanied by an up-to-date **Income or Salary Certificate** issued not more than one month earlier by the employer (s). This Income or Salary Certificate must include the details of all benefits and perks, such as allowances, accommodation. Etc. A Form without the required Income or Salary Certificate (s) is liable to be rejected.
2. For **each** member of the family who is self-employed, a **Notarized Affidavit, listing Income from all sources for the previous 12 month period** is required. An Application Form without the required Notarized Affidavit (s) is liable to be rejected.

**C OTHER SOURCES OF INCOME FOR THE FAMILY**

If the family received, during the last 12 months, or expects to receive during the next 12 months, financial assistance/income from any other source, in Cash or in Kind, give Name & Address of Source(s) (e.g. relative/sponsor/friend/debtor/etc.) or Nature of Source(s)(e.g. Bank Interest/Rent/ etc.) and amount of Cash or value of Kind received during the last 12 months, or expected as receipts during the next 12 months.

	Name and Address of Source of Financial Assistance	Cash Value	Date of receipt
1			
2			
3			

**Part 4. FAMILY EXPENSES**

Give details of the **Total** expenses of the **Entire** Family (including earning members) mentioned in Parts 1, 2 & 3 of this Form.

	Items of Expenditure	Total Family Expenses for the last 12 months (Enter dates) _____ to _____	Total Family Expenses expected in the next 12 months (Enter dates) _____ to _____
1	Food & Cooking fuel		
2	Rent		
3	House repair/maintenance		
4	Water & Electricity		
5	Transportation (to work/school, etc.)		
6	Education of children/young people		
7	Medical treatment		
8	Clothes		
9	Any Others (Give details) _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
10	TOTAL EXPENDITURE		

**Part 5. FAMILY LIABILITIES**

Give details of any Liabilities upon the Family (e.g. Loans taken that need to be refunded to creditor/bank).

	Nature of Liability	Value/Amount	Refund Term/Plan
1			
2			
3			
4			

**Please attach photocopies of Liability documents, e.g. Promissory Notes, etc.**

**Part 6. FAMILY ASSETS****A. Details of Land (1 or 2 pieces of land) owned by the family (singly or jointly) as on the date of this Application**

1	<b>Location with Full Address</b>	1.	2.
2	Total Area ( Bighas/Acres)		
3	Present use, e.g. site for building, agriculture, etc.		
4	Present Market Value (Rs.)		
5	Name(s) of the Title Holder(s) of the Land / Property		

**B. Details of Building(s) owned by the family (singly or jointly) as on the date of this Application**

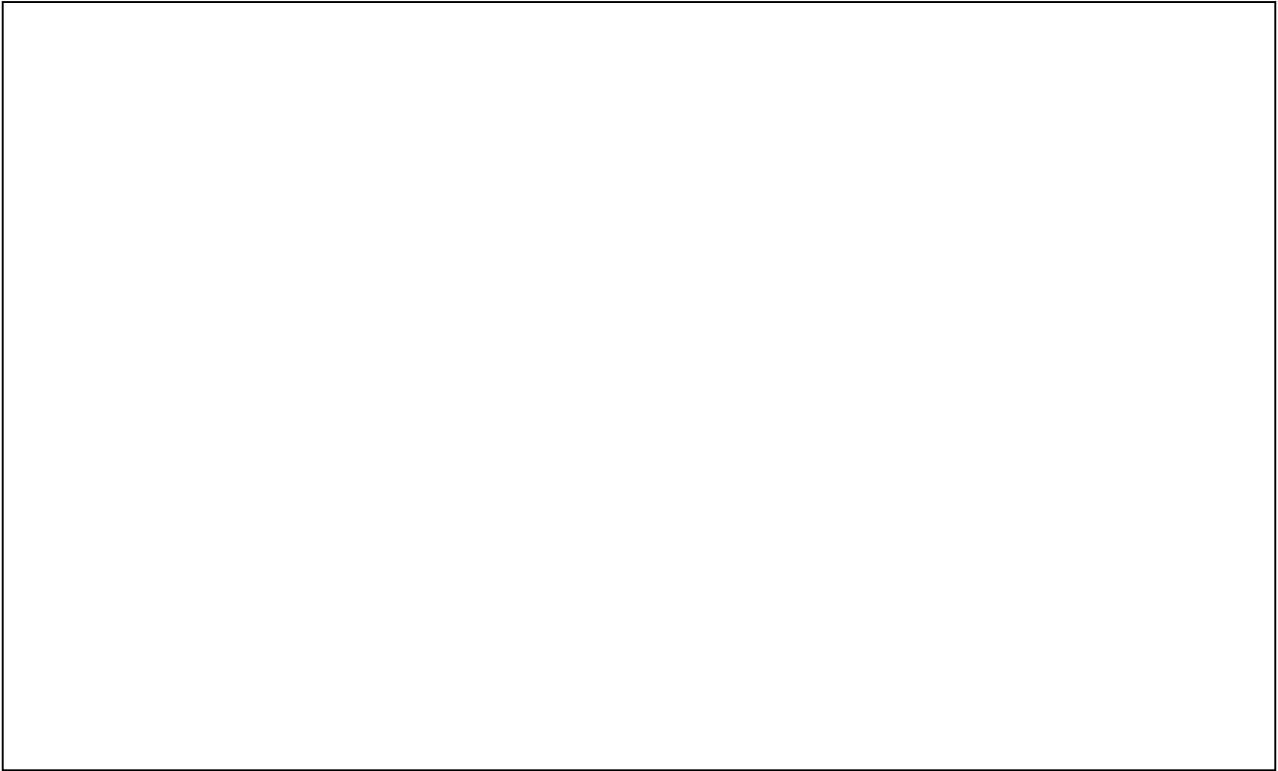
1	<b>Location with Full Address</b>	1.	2.
2	Total Covered Area (sq.ft.)		
3	Total number of rooms		
4	Materials of walls, e.g. RCC/bricks/mud/stone		
5	Materials of roof, e.g. RCC/GI sheet/thatch		
6	Year of Construction		
7	Year(s) in which Major Additions were made		
8	Year in which Repairs were last done		
9	Present Market Value (Rs.)		

**C. Details of Movable Assets owned by family members (singly or jointly) as on date of this Application**

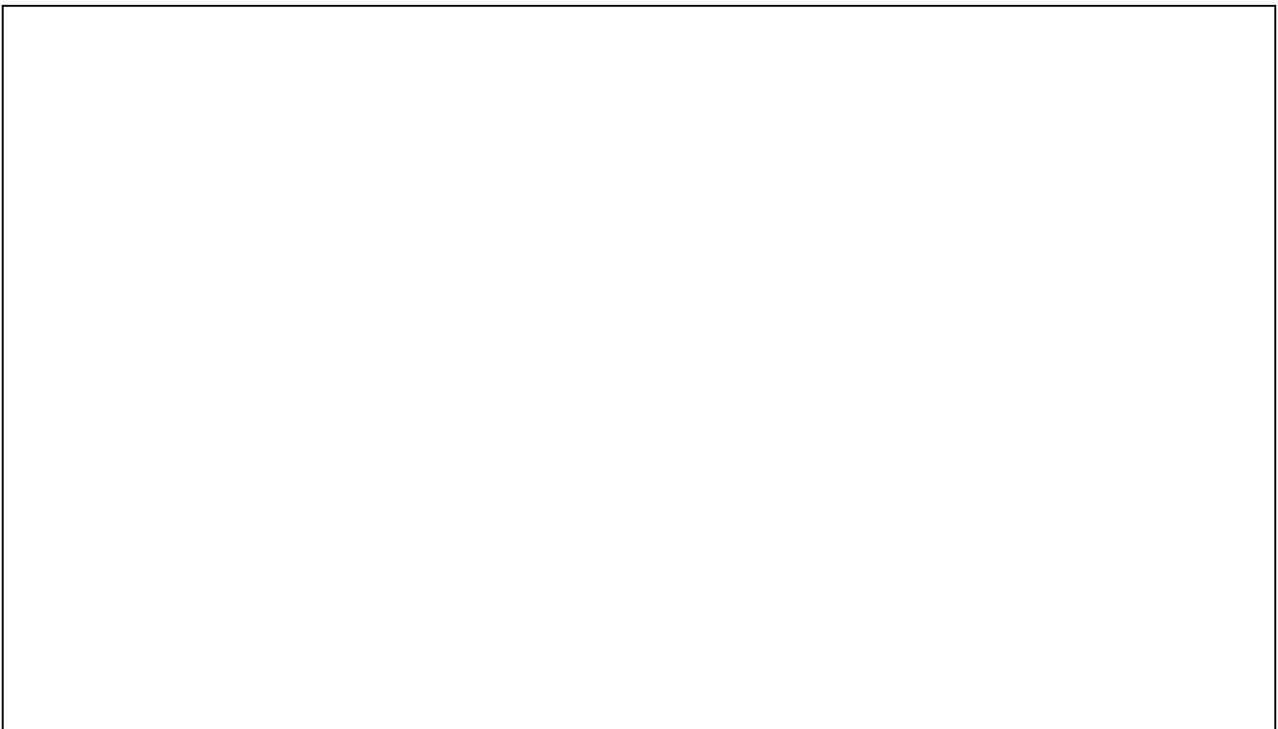
	<b>Movable Asset Item</b>	<b>Detailed description</b>	<b>Age</b>	<b>Present Market Value (Rs)</b>
1	Furniture			
2	Electrical items, e.g. cooker, heater, fan, iron, refrigerator, etc.			
3	Electronic items, e.g. TV, radio, cassette player, VCP/VCR, CD or DVD player, Mobile Phone, etc.			
4	Vehicle, e.g. cycle, etc.			
5	Jewellery			
6	Bank Deposits			
7	Other Investments			
8	Any Other, e.g. Loans given to debtors, due to be recovered			

**Part 7. GENERAL INFORMATION**

**A. Affix below a postcard sized photograph of the family, mentioning the names of the people in the photograph, left to right.**



**B. Affix below a postcard sized photograph of the family house**



**Provide below a brief history of the family (including migration, if any)**

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**Part 8. SPONSORSHIP**

If the family expects to receive financial assistance from any other source, towards the pupil(s) education, in Cash or in Kind, give Name & Address of Source(s), e.g. sponsor / relative/ friend etc.

	Name and Address of Sponsor / Relative / Friend	Cash Value	Period of Commitment
1			
2			

**Part 9 FAMILY COMMITMENT**

Apart from the contribution by any Sponsor, Relative or Friend mentioned in Part 8 above, this family is committed to paying Moravian Institute the following amounts towards the pupil(s)'s education:

Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Amount per Year	Rs	Rs	Rs	Rs	Rs

**Part 10 REFERENCES FOR VERIFICATION**

Provide below the names, addresses and telephone numbers of two well-respected Christian individuals, neither related to each other, nor related to the child's family, but who know the family well and are prepared to provide References to the information contained in this Application.

<u>1st Referee's Name, Address, email ID, &amp; Telephone number</u>	<u>2nd Referee's Name, Address, email ID, &amp; Telephone number</u>
.....	.....
.....	.....
.....	.....
.....	.....

**Part 11. DECLARATION**

- A. I/We the undersigned hereby certify that **ALL the information** given on this Application Form and its supporting documents is **TRUE and COMPLETE to the best of my/our knowledge**; and I/We hereby authorize Moravian Institute to verify the information on this Form from any source and by any means, including interview of our family members or investigation of our family properties by any person deputed by the Institute, and that I/We promise to co-operate fully in any such verification. If any of the information is found to be untrue or incomplete, I/We fully agree that our Child's Scholarship and Admission/Continuation on the Rolls of the Institute may be cancelled, and that the Institute shall not be held liable for any consequences but that I/We shall be liable to Moravian Institute for any amount of Financial Aid already received by our Child.
- B. I/We, the undersigned, are fully aware that Moravian Institute is a Christian minority institution and, as such, it imparts Christian religious instruction to, and conducts Christian religious prayers for, all the pupils. In applying for Financially-aided Scholarship, we the undersigned hereby declare that the Institute's entertaining of this Application or granting of this Scholarship is not in any way an inducement to change the creed, religion or denomination of this family or of our Child for whom this Scholarship is requested. Therefore, we the undersigned hereby declare that we have no objection whatsoever to our above Child studying, participating in or accepting Moravian Institute's Christian religious instruction and prayers.

	Main Earning member of the family	Second Earning member of the family
Signature		
Full Name		
Dated		

**Part 12**

***For Moravian Institute office use only***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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