

DOCUMENTS REQUIRED FOR FILLING UP THE FINANCIAL AID FORM

Note* -

Documents marked Mandatory have to be submitted without which the information shared cannot be processed. Document marked 'Non-Mandatory' is optional, however, you are encouraged to share them as any additional information will help in processing your application accurately.

Earning Member Details:

For all earning members separately - Salaried

S#	Documents	Required
1	Completed ITR forms as filed with the Income Tax Department for last 3 Financial Years Or Income Certificate issued by State Revenue department/Office	Mandatory
2	Salary slips for last 3 months	Mandatory
3	Bank Statement - Salaried account for last 2 years	Mandatory
4	Form 16 A & B	Mandatory
5	Bank statement - Saving account for last 2 years	Mandatory
6	Credit Card statements - personal for last 1 year	Non Mandatory
7	Form 26 AS	Mandatory
8	Demat Account	Non Mandatory

For all earning members separately - Self Employed Professional

S#	Documents	Required
1	Completed ITR forms as filed with the Income Tax Department for last 3 Financial Years Or Income Certificate issued by State Revenue department/Office	Mandatory
2	Salary slips for last 3 months	Mandatory
3	Bank Statement - Salaried account for last 2 years	Mandatory
4	Form 26 AS	Mandatory
5	Bank statement - Saving account for last 2 years	Mandatory
6	Credit Card statements - personal for last 1 year	Non Mandatory
7	Form 26 AS	Mandatory
8	Demat Account	Non Mandatory
9	Current account statement for 3 years	Mandatory
10	GST No and GST Annual returns	Non Mandatory

For all earning members separately - Pensioner

S#	Documents	Required
1	Completed ITR forms as filed with the Income Tax Department for last 3 Financial Years Or Income Certificate issued by State Revenue department/Office	Mandatory
2	Pensioner's Certificate	Mandatory
3	Bank Statement - Salaried account for last 2 years	Mandatory
4	Bank statement - Saving account for last 2 years	Mandatory
5	Credit Card statements - personal for last 1 year	Non Mandatory
6	Form 26 AS	Mandatory
7	Demat Account	Non Mandatory

Business/Professional Details (if applicable):

For all businesses separately

1	Completed ITR forms as filed with the Income Tax Department for last 3 Financial Years or Income Certificate issued by State Revenue department/Office	Mandatory
2	Bank Statement - Company account for last 2 years	Mandatory
3	Bank Statement - Personal Saving account for last 2 years	Mandatory
4	Detailed Tax Computation	Mandatory
5	Credit Card statements - personal for last 1 year	Non Mandatory
6	Form 26 AS	Mandatory
7	Demat Account	Non Mandatory
8	GST No. & GST Returns (Annual)	Non Mandatory

For all earning members separately - Farmers

S#	Documents	Required
1	Completed ITR forms as filed with the Income Tax Department for last 3 Financial Years or Income Certificate issued by State Revenue department/Office	Mandatory
2	Bank statement - Saving account for last 2 years	Mandatory
3	Credit Card statements - personal for last 1 year	Non Mandatory
4	Loan Statement (if any)	Mandatory
5	Land records	Mandatory
6	Demat Account	Non Mandatory
7	Cooperative society registration	Non Mandatory
8	Municipal tax paid challan	Non Mandatory
9	Form J and Crop sale Receipts	Mandatory

Currently Unemployed

S#	Documents	Required
1	Completed ITR forms as filed with the Income Tax Department for last 3 Financial Years or Income Certificate issued by State Revenue department/Office	Mandatory
2	Previous employment salary slips	Mandatory
3	Bank statement - Salaried account for last 2 years	Mandatory
4	Bank statement - Saving account for last 2 years	Mandatory
5	Credit Card statements - personal for last 1 year	Non Mandatory
7	Demat Account	Non Mandatory

Wealth/Investment/Asset Details:

For all Investments/Assets/Wealth separately

S#	Documents	Required
1	Loan document/statement Attachment	Mandatory
2	Market value/estimate for financial investments like gold, mutual funds, shares etc	Mandatory

Liabilities & Other Expense Details (If applicable):*For all expenses separately*

S#	Documents	Required
1	Loan document/statement Attachment (all current ongoing loans or as applicable)	Mandatory
2.	Applicant Annual School fee receipt (XII standard)	Mandatory
3	Sibling Annual School fee receipts (for all children currently studying or as applicable)	Mandatory
4	Annual Rental receipts or Rental agreement	Mandatory

Assessment Process

- The Office of Financial Aid will verify and assess each candidate's application & information provided in the application form along with the attached documents
- As a part of the next in the process, please note that your parents/guardians will be contacted during the verification process.
- As the final , the Financial Aid Committee will deliberate over the information provided in the Financial Aid application form along with the supporting documentation provided and make a final decision.
- The final decision will be communicated to the applicant with the necessary instructions via email
- Please note that the office of financial aid will not follow up for additional or missing documents. Candidates are expected to provide detailed comments and documents supporting their request for need-based aid.

How to fill out the Need-Based Financial aid application form

- Read the instructions on the form carefully and keep all the mandatory documents handy.
- Family Details: Start with filling in the Family Details, Number Of Family Members (earning and non-earning members). Please be precise on the occupation and sector of the earning members.
- Income Details: Please mention the Gross annual Income, Rental income (If applicable) & Gross Income from other sources and upload the Mandatory documents for each occupation. Upload all the Mandatory documents pertaining to Income and Liabilities.
- Fixed Assets: Please mention the family's owned or inherited property and land details (Immovable Assets - Residential & Commercial property, Farms, Plots Etc).
- Financial Assets: Please mention the family's financial assets (Gold Jewelry, Investments, Shares, Bonds, PF, PPF Etc)
- Vehicles owned details: Please mention the vehicles owned by the family.
- Liabilities & Other Expenses: Please mention any loans or liabilities of the family and upload the supporting documents. Please upload your class XII fee recipes, rental receipts (If applicable), and elaborate on your medical expenses.
- Sibling details: Please mention your sibling's fee details and upload the supporting documents.
Declaration & Submission: Please elaborate on the reasons for applying for needbased financial aid and submit the form.