

**GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE  
FROM 'ICSI STUDENTS EDUCATION FUND TRUST (ICSI-SEFT)'  
(updated upto July 4, 2022)**

The Council of the Institute in its 182<sup>nd</sup> meeting held on 31.08.2008 had approved creation of 'ICSI Students Education Fund Trust' with the following objectives : -

**OBJECTIVES**

- a) To financially assist the economically backward students as part of its social responsibility.
- b) To promote/encourage academically bright students to attract the best available talent to the profession.

**CRITERIA FOR FINANCIAL ASSISTANCE (applicable w.e.f. 1<sup>st</sup> July 2020)**

Students who shall be starting the CS Course from CS Executive Entrance Test (CSEET) fulfilling the relevant criteria given below are eligible to apply for financial assistance under the Scheme. The applications are required to be lodged in the prescribed form.

Such students shall be eligible for refund of CSEET Registration Fee on the basis of percentage of marks scored in Class XII or Graduation and they may continue to avail the benefits for subsequent stages of CS Course on passing the examinations of respective stages in the first attempt and first available opportunity.

<b>Criteria-1 ECONOMICALLY BACKWARD STUDENTS WITH GOOD ACADEMIC RECORD</b>	<b>Criteria-2 ACADEMICALLY BRIGHT STUDENTS</b>
<p>(i) Students seeking financial grant/assistance, should have obtained Minimum 65% Marks (or equivalent CGPA) in Senior Secondary (Class XII) Stage; OR Minimum 60% Marks (or equivalent CGPA) in Bachelor's Degree Stage to get eligible for consideration of such financial grant.</p> <p>(ii) Provided further that the annual income from all sources of the student on his/ her own/ Parents/ Spouse/ Guardian of the Student of the students should not exceed Rupees Three Lac.</p>	<p>The Institute would promote the best talents available by recognizing the academic achievements of the students so that the profession is further strengthened by attracting very bright students.</p> <p>(i) Students seeking financial grant/ assistance, should have obtained Minimum 85% Marks (or equivalent CGPA) in Senior Secondary (Class XII) Stage; OR Minimum 70% Marks (or equivalent CGPA) in Bachelor's Degree Stage to get eligible for consideration of such financial grant.</p>

<p><i>(The income limit has been revised to Rupees Three Lac from Rupees One Lac effective from 1<sup>st</sup> July, 2020).</i></p> <p>(iii) Provided further that the original Income Certificate issued by the competent authority of the State/Central Government should be submitted. Attested photocopy of income certificate is not acceptable. Affidavit issued by Notary is also not acceptable. If income certificate is prepared in any other language other than Hindi or English, the student concerned is also required to send the attested copy of its "English Translation" of the same along with original income certificate.</p>	<p>(ii) Under this Criteria, there would not be any income limit for the Parent/ Guardian of the students and the applications would be considered purely on academic merit. Hence there is no need to submit the income certificate of parent.</p>
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## Benefits

<p>The benefits under above Criteria 1 would be as under : -</p> <p>a) Eligible Students under the guidelines of this Scheme shall be refunded the full amount of the Registration Fee paid by them for CSEET, after they have passed the CSEET.</p> <p>a) For direct admission on the basis of Graduation applicable CSEET exemption fees is also refundable</p> <p>b) They would be further refunded the Registration Fee, Pre Exam Test Fees, paid by them for registration to the Executive Programme, if they have taken registration in Executive Program within stipulated cut-off date of registration as per first available opportunity applicable to them vis-à-vis their date of passing of CSEET.</p>	<p>The benefits under Criteria-2 would be as under :</p> <p>b) Eligible Students under the guidelines of this Scheme shall be refunded the full amount of the Registration Fee paid by them for CSEET, after they have passed the CSEET.</p> <p>c) For direct admission on the basis of Graduation applicable CSEET exemption fees is also refundable</p> <p>d) They would be further refunded the Registration Fee, Pre Exam Test Fees, paid by them for registration to the Executive Programme, if they have taken registration in Executive Program within stipulated cut-off date of registration as per first available opportunity applicable to them vis-à-vis their date of passing of CSEET.</p>
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<p>c) They would also be refunded Examination fees paid by them for Executive Program, if they have passed exam (of respective modules) in first attempt in first available opportunity vis-à-vis their date of registration in Executive Program.</p>	<p>e) They would also be refunded Examination fees paid by them for Executive Program, if they have passed exam (of respective modules) in first attempt in first available opportunity vis-à-vis their date of registration in Executive Program.</p>
<p>d) Students passing the Executive Programme at the first attempt and first available opportunity would be further refunded the Registration Fee, paid by them for registration to the Professional Programme, if they have taken admission in Professional Program within stipulated cut-off date of registration as per first available opportunity vis-à-vis their date of passing of Executive program.</p>	<p>f) Students passing the Executive Programme at the first attempt and first available opportunity would be further refunded the Registration Fee paid by them for registration to the Professional Programme, if they have taken admission in Professional Program within stipulated cut-off date of registration as per first available opportunity vis-à-vis their date of passing of Executive program.</p>
<p>e) They would also be refunded Examination fees paid by them for Professional Program, if they have passed exam (of respective modules) in first available opportunity vis-à-vis their date of registration in Professional Program.</p>	<p>g) They would also be refunded Examination fees paid by them for Professional Program, if they have passed exam (of respective modules) in first available opportunity vis-à-vis their date of registration in Professional Program.</p>

### **EXCLUSIONS/DISCRETION OF THE INSTITUTE**

- (i) The eligibility of financial assistance/ grant to any student would be subject to the absolute discretion of the Institute subject to availability of funds and other various factors and fulfilling the criteria laid down under these guidelines do not give the students any automatic right to get such assistance.
- (ii) The students who have been granted any other Scholarship / Assistance by the Institute through other Schemes of the Institute like Merit Scholarship, Merit-cum-Means Assistance Scheme or any other Scheme, would only be eligible for the shortfall in the total financial assistance, if any, under this Scheme.
- (iii) Any conditions contained under these guidelines may be relaxed by the Executive Committee of the Council of the Institute, if needed.
- (iv) The financial assistance/ grant will be considered on receiving specific request from the concerned students and the students will have to pay the full fees firstly pending consideration of their eligibility under the Scheme.

He/she is required to apply in prescribed application form. If his/her application is approved, the fees paid by him/her shall be refunded.

- (v) Students aspiring to avail financial assistance under ICSI-SEFT are required to submit the application with the desired documents within six months from the date of passing CSEET or within six months from the month of registration in Company Secretaryship Executive / Professional Programme, as the case may be. Applications received at the Institute after the expiry of the six months period shall not be entertained. Student concerned is firstly required to make all full payment of the requisite fees and then submit his/her claim for refund to the prescribed application form. If found eligible, his/ her fees will be refunded.

### **First Available Opportunity – Registration**

For the purpose of calculation of eligibility of students for granting financial assistance, First Available Opportunity will be calculated as per following manner:

<b>For refund of CSEET Registration fees</b>	CSEET registration fees will be refunded after the student has passed CSEET.	
<b>For refund of Registration fee of Executive Programme to CSEET passed students</b>	If student has passed January session of CSEET	Student has to take registration in Executive Programme latest by 31 <sup>st</sup> January.
	If student has passed May session of CSEET	Student has to take registration in Executive Programme latest by 31 <sup>st</sup> May.
	If student has passed July session of CSEET	Student has to take registration in Executive Programme latest by 31 <sup>st</sup> July.
	If student has passed November session of CSEET	Student has to take registration in Executive Programme latest by 30 <sup>th</sup> November.

### **First Available Opportunity - For Appearing in Examination**

Students registered between February 1 to May 31	All Modules in December Examination same year
Students registered between June 1 to July 31	Single Module in December Examination same year
Students registered between August 1 to November 30	All Modules in June next year
Students registered between December 1 to January 31	Single Module in June same year

### **Documents required to be submitted**

(a)	*Attested photocopy of Mark Sheet of Class XII
(b)	*Attested photocopy of Mark Sheet of Graduation (for students taking direct admission)

(c)	Income Certificate (in original) issued by the competent authority of State/ Central Government Department as confirmation for total annual family income. Attested photocopy is not acceptable. Affidavit issued by Notary is also not acceptable. If Income Certificate is prepared in any other language other than English or Hindi, please send attested copy of its "English Translation" also along with the original income certificate.
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\*attested by a Gazetted Officer/or Member of ICSI

### **Removal of Deficiency**

Students who fail to respond/remove discrepancies in the SEFT applications submitted to the Institute, their application will be rejected within one year of initial applying for refund. Further, such students will no longer be entitled to claim refund under SEFT.