

**GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE
FROM 'ICSI STUDENTS EDUCATION FUND TRUST (ICSI-SEFT)'
(amended up to May 2014)**

The Council of the Institute in its 182nd meeting held on 31.08.2008 has 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

All Registered Students of the Institute 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.

1. ECONOMICALLY BACKWARD STUDENTS WITH GOOD ACADEMIC RECORD

- (i) Students seeking financial grant / assistance, should have obtained Minimum 65% Marks (or equivalent CGPA) in Senior Secondary (Class XII) Stage and Minimum 60% Marks (or equivalent CGPA) in Bachelor's Degree Stage / or 65% Marks in aggregate in CPT of ICAI / or 65% Marks in aggregate in Foundation Examination of ICoAI (For Students of Regular Stage) to get eligible for consideration of such financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately ^[1].
- (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 One Lac.
- (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.

The benefits under Criteria 1 would be as under : -

- a) Eligible Students shall be refunded the full amount of the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees normally paid by the students at the time of admission.
- b) Eligible Students shall also be refunded the Examination Fees paid by him/her only for the first attempt. Such refund would be further subject to the condition that the student should seek enrollment to the Examination at the first available opportunity vis-à-vis their admission date.
- c) Out of the eligible students under the guidelines of this Scheme, the Foundation Programme students passing the CS Examinations at their first attempt and first available opportunity would be further refunded the Registration Fee, Postal Tuition Fee, Exemption Fee and other fees paid by them for admission to the Executive Programme.

- d) Similar criteria would be followed for students passing the Executive Programme at the first attempt and first available opportunity and would be further refunded the Registration Fee, Postal Tuition Fee, Exemption Fee and other fees paid by them for registration to the Professional Programme.

2. ACADEMICALLY BRIGHT STUDENTS

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.

- (i) Students seeking financial grant/ assistance, should have obtained Minimum 85% Marks (or equivalent CGPA) in Senior Secondary (Class XII) Stage and Minimum 70% Marks (or equivalent CGPA) in Bachelor's Degree Stage / or 75% marks in aggregate in CPT of ICAI / or 75% marks in aggregate in Foundation exam of ICoAI (For Students of Regular Stage) to get eligible for consideration of such financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately ^[2].
- (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.

The benefits under Criteria-2 would be as under : -

- a) Eligible Students shall be refunded the full amount of the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees normally paid by the students at the time of admission.
- b) Eligible Students shall also be refunded the Examination Fees paid by him/her only for the first attempt. Such refund would be further subject to the condition that the student should seek enrollment to the Examination at the first available opportunity vis-à-vis their admission date.
- (c) Out of the eligible students under the guidelines of this Scheme, the Foundation Programme students passing the CS Examinations at their first attempt and first available opportunity would be further refunded the Registration Fee, Postal Tuition Fee, Exemption Fee and other fees paid by them for admission to the Executive Programme.
- (d) Similar criteria would be followed for students passing the Executive Programme at the first attempt and first available opportunity and would be further refunded the Registration Fee, Postal Tuition Fee, Exemption Fee and other fees paid by them for registration to the Professional Programme.

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 month of taking admission** in Company Secretaryship, Foundation / 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 ^[3].

As decided in 10th Meeting of ICSI, SEFT held on 05th May 2014 action has been taken as per details given in [1] [2] [3].
