

Asha Chennai Scholarship Rules & Guidelines (Version 6 - July 2018)

Modifications to the **Rules and Guidelines** have been made following suggestions from the Scholarship Focus Group Meeting held on 27th July 2018.

Following are the Rules and Guidelines that the Asha Scholarship Focus Group must follow in awarding scholarships to students. Rules may not be violated. Guidelines should be followed to the extent possible.

RULES:

1. All candidates selected for Scholarship must be approved by the Scholarship Focus Group before releasing payments.
2. A maximum funding limit for all students would be set by Asha Chennai and this limit would be imposed for all Asha scholars. This limit would be Rs 1000 over the typical amount charged by a Government aided school for English medium education.
3. In no case shall the payment for a student under any category exceed Rs 40,000. There should be a genuine and verified economic need for the scholar and his/her family. Total family income not more than Rs 150000 per annum is set as criteria for selection of a student for scholarship.
4. All fresh scholars applying for scholarship should have completed the Scholarship Application Form and all existing scholars should have completed the Application Form for Continuation of Scholarship.
5. Nominator if any should not in any way benefit monetarily from the scholarship.
6. Proper fee paid receipt in original must be produced before releasing payment. No payment should be paid in advance. Asha would like to obtain original bills for all expenses. However, we recognize that there are genuine circumstances where that is not possible. In such cases, the nominator should obtain a copy of the bills/receipts and certify that the original has been seen and verified and he/she should sign them with date. Under circumstances where the original receipt cannot be obtained a volunteer or a trusted person like a professor in the college may write a letter attest the authenticity of the expense.
7. Unless there is some change in the financial circumstance of the student or some problem with their reporting / attendance at school, we will continue supporting a student by default.

GUIDELINES:

1. Selection Related:

- a. Children studying in government and government-aided schools should be given higher priority.
- b. Preference should be given to handicapped children and girls.

- c. Only one child per family should be approved for scholarship.
- d. Primary focus should be for students in class 10 to college. Other children should be considered on case by case basis.
- e. Academic excellence should not be a criteria of selection for children under 10th std.
- f. Home visit and reporting should be done by a person who should not be the nominator or the recommending volunteer.
- g. Scholarship should not be approved for Engineering, Medical and Para-medical students.

2. Disbursal Related:

- a. We set the limit for the different standards as follows:

Standard 1 to 10	Rs 12000 for the academic year
Standard 11 & 12	Rs 17000 for the academic year
College students	Rs.20000 for the academic year

Note : The above limit does not apply for handicapped students requiring special assistance.

- b. All scholarship amounts over Rs 2000 shall be paid by cheque or direct bank transfer; however, expenses towards conveyance and food incurred by outstation students may be paid by cash upon production of bills.
- c. In the case of direct bank transfer suitable verification and authorization procedure must be followed.
- d. All outstation scholars should come in person for the interview/first disbursal of the academic year at Asha's expense and subsequent discussion/dispensals can be via email/phone/courier.

3. Nominator Related:

- a. A nominator is not required or even considered as important for the selection of a scholar.
- b. A nominator should not nominate more than 5 scholars. Nominator should submit a one-page report on the basis for nominating the child.
- c. The nominators are responsible for obtaining bills and other necessary documents from the scholars.
- d. Nominator should not be the interviewing volunteer at the time of interview/dispensal.
- e. The nominator should be responsible for the mentoring of the students he/she has nominated and try to meet the student at least twice a year and report to the Focus Group.
- f. Nominators should be able to provide periodic reviews on the progress of their nominees to Asha, Chennai (ie, a Progress Report from school, qualitative assessment of progress etc.)
- g. These requirements of a nominator will be intimated to the nominator at the selection of the student.