

APPLICATION FOR SEHKARI EDUCATION LOAN FACILITY

The Manager

_____ Central Cooperative Bank Ltd.

I/We hereby apply for an education loan of Rs. _____ Rupees:
_____ under S.E.L.F. My/our particulars are as follows :

Personal Profile of Student

Name _____
 Father's Name _____
 Date Birth _____
 Residential Address _____

Academic Record (Matric Onwards)

Sr.No.	Examination passed	Name of Institution/University	Year of Passing	%age of Marks

Particulars of Scholarship won (if any)

Examination Class	Name of Scholarship	Amount	Duration of Scholarship	
			From	To

Course Details

Name of the Course _____
 Duration of the Course _____
 Nature of Course _____
 Name of Institution/University _____

 Estimated Expenditure _____

Admission Fee			
Tuition Fee	Name of Institution/University	Year of Passing	%age of Marks
Boarding & Lodging			
Examination Fee			
Library Charges			
Building Fund			
Any Other Charges			
Total (A)			

Please fill relevant expenses annual basis and mark nil on columns those are not applicable. Attach proof for above expenses

Sources of Finance :

Own Funds (Family Sources)	Rs. _____
Scholarship, if any	Rs. _____
Total :	Rs. _____
Bank Loan Required	Rs. _____

Profile of father/Guardian

Name _____
 Father's Name _____
 Date Birth _____
 Residential Address _____

 Occupation _____

Service		Business	
Department		Nature of Business	
Designation		Place of Business	
Posted at (Full Address)		Business Address:	
Retirement Date		Telephone Nos.	
Net Salary Per Month		Income Per Month	
Any other Income		Any other Income	
Total Income		Total Income	
Bank Balance		Bank Balance	
Name of Bank Branch		Name of Bank Branch	
Account No.		Account No.	

Details of Fixed Assets

Name of the Owner	Description	Location With Address	Encumbrances	Present Market Value

Details of Fixed Assets

Name of the Owner	Nature of Assets	Value of Asset	Maturity Value and Date	Encumbrances

Details of Fixed Assets

Nature	Amount O/S	Financing Agency	Purpose	Expected Date of Payment

No.of Dependents **Adults** _____ **Children** _____

Any other earning family member of the applicant/student
 Sh. _____ Relation with student _____ Monthly Income _____
 Sh. _____ Relation with student _____ Monthly Income _____

I/We _____ hereby declare that the particulars given are true to best of my knowledge and belief and stated no facts and figures have been concealed.

Signature of applicant/s

Signature of Co-applicant
i.e.Father/Guardian

Credit Scoring Sheet For S.E.L.F.

Name of Father/Guardian

Sr.No.	Parameters	Total Marks	Ex.	VG	G	A	Criteria	Marks Scored
1.	Age						Ex 40-45 Years VG 46-50 Years G 51-55 Years A Above 55 Years.	
2.	Net Monthly Income						Ex More than Rs. 15000 VG Between Rs. 12000- Rs. 15000 VG Between Rs. 12000- Rs. 15000 A Less Than Rs. 10000	
3.	No of Dependents Children						Ex 2 VG 3 G 4A More Than 4	
4.	Spouse's Net Monthly Income						Ex More than Rs. 10000 VG Between Rs. 8000-Rs. 10000 VG Between Rs. 6000-Rs. 8000 A Less than Rs. 6000	
5.	Monthly Installment of Loan/Net Monthly						Ex 20% VG 30% G 40% A 40%	
6.	Information Owning a House						Ex MV > 700000 (Not Mortgaged) VG MV > 700000 (Mortgaged) G MV > 600000 A MV > 300000	
7.	Other Collateral Assets						Ex MV > 1000000 VG MV > 800000 G MV > 600000 A MV > 400000	

8.	Net Collateral Assets (Assets-Liabilities)									Ex MV > 150% of Loan Amount VG MV > 120% of Loan Amount G MV > 100% of Loan Amount A MV > 100% of Loan Amount	
9.	Serving Organisation (*)									Ex Government/Copp. Public Sector Undertaking/MNC VG Publice Limit Company	
10.	Length of Service in Present Job/Current business									Ex > 5 Years VG > 4Years G < 3 Years A < 2 Years	
11.	Information on Banking Banking with Coop.Bank/ Account with Coop.Bank									Ex Over 1 Year VG/G/A 6 Month - 1Year	
Name of Student											
Sr.No.	Parameters	Total Marks	Ex.	VG	G	A	Criteria	Marks Scored			
1.	Age						Ex 18-19 Years VG 20-21 Years G 21-22 Years A More than 22				
2.	Educational Qualifications						Ex Graduate (Other than Arts) VG + 2 (M/NM/C/Comm.) G Graduate/+2 Arts				
3.	Information on Student Aggregate Score in Class XII Board Exam/Last Examination Passed.						Ex Over 80% VG 70-80% G 60-70% A Less than 60%				
Cut off Score = 70											
(*) Note applicable in case of self-employed/professionals, etc.											
Abbreviations : Ex: Excellent, VG : Very Good, A : Average, M: Medical, NM: Non Medical: MV: Market Value											

AGREEMENT FOR TERM LOAN FOR SEHKARI EDUCATION LOAN FACILITY (SELF)

The Agreement made on this _____ day of _____ in the year 20____ between Mr/Ms _____ son/wife/daughter of Mr. _____

(hereinafter referred to as "the student") and which expression shall include their respective legal heirs, executors and legal representatives, assignees and administrators of the one part and The Fatehgarh Sahib Central Coop. Bank Ltd H.O. Sirhind (herein referred to as "Bank") of the other part.

The Bank has a scheme whereby the Bank finances a Student to acquire higher educational qualifications. Under the said scheme the Bank finances such eligible students to pay Admission fee, tuition fees, cost of books, purchase of instrument and said charges during the tenure of the course which the student proposes to study.

Whereas the student _____ has approached the bank for granting a loan under Sehkar Education Loan Facility because the student desires and intends to carry on/continue the higher studies at _____ (hereinafter referred as "the Institution") and for that purpose has secured admission. The details of the course are separately annexed to this agreement.

The Student is in need of financial assistance to pay his Admission fee. Tuition fees and other such expenses which he may have to incur for completion of his studies.

The Student jointly with the Guardian has made application under the Bank's Sehkar Education Loan Facility seeking a loan of Rs. _____ (Rs _____) to enable the Student to meet the expenses for study.

The bank after scrutiny of the application has found that the student _____ is prima facie eligible for consideration of granting the loan under this Scheme and the Bank has expressed its willingness to grant financial assistance by way of loan to the extent of Rs. _____ on the following terms and conditions set out herein. The Student and Guardian have agreed to accept the terms and conditions so stipulated. Whereas the bank has desired that the said terms and conditions be entered into in the form of an Agreement.

NOW IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

The bank agrees to grant jointly to the Student and the Guardian the loan to the extent of Rs. _____ (Rs. _____) on such terms and conditions stipulated by the Bank. The disbursement of such loan will be at the sole discretion of the Bank and the sanctioning of the loan does not confer any right on the part of the Student and the guardian to demand any payment. The Bank reserves the right to withhold/cancel the entire loan or part of the loan so sanctioned or so disbursed without assigning any reason whatsoever. The decision of the Bank shall be final and will be binding on the Student and the Guardian.

The disbursement of the loan in the normal case shall be as under:

An amount equitable to the entire tuition fees, for the course will be paid either in whole or in installments. However, it is made clear that the said amount shall be paid directly to the institution where Student has secured admission and is undergoing his or her studies.

Any part of the loan set apart for the purchase of the books and study materials necessary for the Student to continue the studies so undertaken would be paid directly to the Student from time to time subject to the Student producing the relevant bill receipts evidencing the purchase of the books within a reasonable time from the disbursement of that part of the loan.

Any other amount towards any other expenses agreed to be financed by the Bank will be paid at such time intervals as may be decided by the Bank.

The loan amount would carry an Interest rate of _____ percent per annum and the loan would be repayable in equated monthly installments more particularly as described below :-

The Parent/Guardian will have to pay the interest of loan amount in monthly installments so that the outstanding amount may not increase the loan amount.

The recovery of Principal amount with Interest there on will start either after one year of total duration of course or after six months of getting jobs/employment, whichever is earlier.

It is agreed by and between the Bank, the Student and the Guardian that the bank reserves the right to vary the rate of interest to commensurate with the decision of Management of Bank. In such an event the Student and the Guardian shall be bound to repay the loan in accordance with the payment schedule as perused by the Bank. It is further agreed by and between the Student and the Guardian and the Bank that the Bank's intimation regarding the change in the rate of interest shall be final and binding on the Student and the Guardian.

It is agreed that the Bank reserves the right to increase the quantum of monthly installments upon any increase in the rate of interest for that matter any other reason.

The Student and the Guardian undertakes to the Bank that the Student and the Guardian shall pay the accrued interest on the outstanding amount of the loan prior to the commencement of the first equated monthly installments.

The bank reserves the right to alter the number of installments and the quantum thereof or allow the repayment to be made in any other manner as may be deemed fit by the Bank. However, under no circumstances, the period of loan would extend more than 10 years unless otherwise decided by the Bank at its sole discretion.

The Student and the Guardian jointly undertakes and covenants to the Bank as under:-

In consideration of the Bank granting the loan at the request of the Student and the Guardian I/We take to abide as under:-

The Student and the Guardian shall not without the prior permission of the Banking writing, obtain any other loan or financial assistance for the Student to undertake any study the course for which the Bank has financed. The Student and the Guardian shall not without the prior permission of the Bank obtain any other financial accommodation which would involve the payment by the Student from his salary so to hinder the payment to the financial assistance failed by the Student either prior to the sanction of the Sehkari Education Loan Facility or subsequently, the Student or Guardian shall immediately notify the Bank about the same. The Bank in such an event reserves the right to review its decision to grant the loan or not. If the loan has already been sanctioned, the Bank reserves the right to suspend or cancel and or call the said loan.

The Student and the Guardian agrees that in case if the Student has to leave the course for any reason attributable to his default, negligence, misbehavior or otherwise or by an act of God or due to unforeseen circumstances or and becomes incapacitated to continue the studies, the entire outstanding of the loan together with the interest and other monies due shall be paid by the Guardian and the Student as the case may be immediately, upon demand by the Bank.

The Student should inform the Bank if he/she wishes to take up a job during the course of his/her studies and produce a certificate from the Institution that such employment would not interfere with his/her studies. Full particulars about the nature of the employment, the working hours, salary and other relevant matters should be advised to the Bank immediately. Upon receiving such intimation, the Bank may consider whether to continue the loan agreement and, so, to what extent thereof.

Should there be any change in the Guardian's/Student's financial conditions from what was stated in his application to the Bank for financial assistance, which is likely to affect the Bank's decision to continue the finance, the same shall be notified to the bank and thereupon the Bank may consider whether to continue the loan arrangement and, if so, to what extent thereof For this purpose, the Guardian agrees to furnish the copy of the income-tax returns filed every year to the Bank and or such other documents as may be insisted by the Bank.

The student shall not enter into any pecuniary obligation or financial liability during the current 07the loan without the prior permission of the Bank. The bank reserves the right to directly interact with the Institution and obtain details about the progress of the Student in his studies including his character and behaviour.

The Student 'shall not, without the prior consent of the Bank, change the course of his/her studies, place of study or the Institution as stated In his/her application. In such an event the sank reserves the right to withdraw the sanction and demand the payment.

The Student shall, during the currency of the loan, keep the Bank informed from time to time, of any change of address on account of his/her being on vacation, study leave, study tour or his/her being required to stay away from the station.

After completion of the course of his/her studies, it will be the responsibility of the Student to secure gainful employment and immediately upon securing such employment inform the Bank giving full particulars of such employment and he income therefrom. After securing the employment, the Bank expects the Student to intimate the employer about the financial liability incurred by the Student for his/her studies from the Bank and may request the said employer to take not of the interest of the Bank. The Bank reserves the right to directly interact with the said employer and demand the payment.

In case the Student has undertaken higher studies in India and intends to go abroad for further studies or for taking up a job he/she shall intimate to the Bank immediately and thereupon the Bank may decide whether the loan has to be repaid in full before the Student leaves the country or whether to allow the loan to be continued on revised terms and conditions.

In the normal course, the Student Is not, expected to prepay the loan. However, if the Student or the Guardian intends to prepay the loan the Bank reserves its right to levy such charges by way of prepayment premium as, may be needed for accepting the prepayment.

In case of any dispute concerning the conditions for advancement of loan or any other related disputes, ambiguity will be referred to the Registrar, Cooperative Societies, Punjab or his nominee under the Punjab Cooperative Societies Act 1961 as amended upto date and his decision shall be final and binding on the parties.

It is agreed by the Student and the Guardian that they have read and understood the entire terms and conditions as stipulated therein and they are affixing their respective signatures in this agreement voluntarily and after understanding the implications thereon.

IN WITNESS WHEREOF the parties hereto mentioned have affixed their hand and seal on the day and date mentioned hereabove.

Signature of the Guardian

Signature of the Student

(in case the Student is minor, the Agreement is to be signed by the Guardian on his own behalf and also on behalf on the Student).

SIGNED SEALED AND DELIVERED

By the _____ Central Cooperative Bank Ltd., _____

Represented by its Branch Manager _____

Witness :

1. Name _____

1. Name _____

Signature _____

Signature _____

Address _____

Address _____

SURETY BOND

We.....s/o.....and
.....s/o Sh.....hereby stand
surety jointly and severally for the repayment of loan of Rs.....(Rupees:-
.....) alongwith interest thereon raised
by Sh.....s/o.....resident of
Vill.....P.O.....Tehsil.....
Distt.....If case he/she fails to timely repay the same. Any change in conditions of
loan, made of repayment of loin rate of interest penal rate of interest will be acceptable and binding on us.
This shall constitute a continuing security and till the repayment of entire loan alongwith interest. We shall
be personally liable to pay the loan and interest jointly and severally to the Bank in case default by the above
named loanee. We further undertake to be bound by the provisions of the Punjab Cooperative Societies Act,
1961, Rules framed thereunder and the bye-laws of the bank in the matter of the default/recalled amount.

Witness 1. (Name.....
Signature.....
Address.....
.....
.....

Witness 2. (Name.....
Signature.....
Address.....
.....
.....

1. (Name of Surety).....
Signature.....
Nominal Membership No.....
Address.....
.....
.....

1. (Name of Surety).....
Signature.....
Nominal Membership No.....
Address.....
.....
.....

PROMISSORY NOTE

Rs. _____

Place _____

Dated _____

On demand, I/We jointly and severally promise to pay the Fatehgarh Sahib Central Cooperative Bank Ltd., Sirhind or order the sum of Rs. _____ Rupees:- _____) together with interest @ _____ percent per annum with quarterly/half yearly rest for value received and by debit to Principal Account.

Any change in the rate of interest or penal rate of interest will be acceptable and binding on me.

(Signature of Student/Applicant)

(Signature of the Guardian)

Name _____

Address:- _____

LETTER OF LIEN AND SET OFF

Date.....

To

The Managing Director/Distt. Manager

The Fatehgarh Sahib Central Co-op. Bank Ltd.

Dear Sir,

In consideration of your making advances to me / us and / or giving me/us banking accommodation and facilities by way of term loan JLG Group time to time. I/ we agree with you as follows :-

1. That you may hold all securities belonging to me/us (which may now be in your possession or which may at any time hereafter come into your possession) and the proceeds thereof respective not only for the specific advance made thereon but also be collateral security for any other moneys now due or which may at any time be due from me/us to you, whether single or jointly with another or others.
2. That in addition to any general lien or similar right to which you as a bankers may be entitled by law, you may at any time and without notice to me/us combine or consolidate all or any of my/our accounts with and liabilities to you and set off or transfer my sums standing to the credit of any one or more of such accounts in or towards satisfaction of any of my/our liabilities to you on any other account or in any other respect, whether such liabilities be actual or contingent primary or collateral and several or jointly.
3. That if any balance of the sale proceeds shall remain in the hands of the Bank after the sale of any of the securities, the Bank may at its sole discretion apply that balance if any towards any sum or sums of money that may be owing by me/us to the bank upon any other account or any other transaction or transactions separate or distinct from the security and you will pay to me/us any surplus which may remain after settlement of all claims of your bank against me/ us.

Dated at _____ this _____ day of _____

Your faithfully,

(Signature)

DEED OF RATIFICATION

This Deed of Ratification is made at _____ this _____ day of _____
20_____ by Mr./Ms. _____ son/wife/daughter of Mr. _____
residing at _____ (hereinafter referred to as "the
Student) and Mr./Ms. _____ residing at _____
(hereinafter referred to as "the Guardian" which expression shall unless excluded by or repugnant to the
context be deemed to include his/her/their respective legal heirs, executors, administrators nominees and
assigns) of the One Part .

AND

The _____ Central Cooperative Bank Ltd., _____) (here in referred as
"Bank") on the other part.

WHEREAS

The Student, prima fade eligible, jointly with the Guardian has requested to grant a loan and made an
application to the Bank and entered into an Agreement for Term Loan for Sehkari Education Loan Facility
executed on _____ day of _____ 20_____, seeking a loan of Rs. _____
under :the Sehkari Education Loan Facility (hereinafter, for the sake of brevity,• referred to as "the Principal
'Agreement"), to acquire higher educational qualifications and to enable such eligible students to pay the
tuition fees, hostel charges (if any), cost of books and said charges during the tenure of the course, which
the Student proposes to study and also desires. and Intends to carry on/continue the higher studies at
_____ (hereinafter, for the sake of brevity, referred to as "the
Institution".)

A true copy of the said. Principal Agreement for Sehkari Education Loan Facility and of the Guarantee
Agreement, is hereto annexed as 'A'.

While executing the said principal agreement the Student was represented by his guardian in his capacity
as the guardian of the Student, by virtue of the fact that the Student was a minor and one of the condition
stipulated and agreed to by the Student and the Guardian at the time of execution of the said principal
agreement was that the Student upon attainment of the age of majority shall ratify all the terms and
conditions contained in the said principal agreement. The Student has now attained the age of majority and
has come forward on his own to execute Is Deed of Ratification, with an intention to ratify the contents' of
the said principal agreement.

Now this deed witnesses that pursuant to the said principal agreement and in consideration of guarantee
given to the Bank at the time of disbursement of the loan amount, the Student ratify and confirm the terms
and conditions contained in the said, principal agreement Term Loan for Sehkari. Education Loan Facility
thereby made was at and it is further ratified and confirmed by the Student that all the covenants, terms

and conditions including the covenant to repay in equated monthly installments to the Bank contained therein shall be deemed to be the covenants, terms and conditions as between the Student as well as the Guardian on one hand and the Bank on the other hand.

IN WITNESS WHEREOF THE Student has put his hand the day and year first hereinabove wtitten.

THE SCHEDULE ABOVE REFERRED TO : Letter 'A'.

Signature_____

Name of Student_____

Witness 1. (Name_____

Signature_____

Address_____

Witness 2. (Name_____

Signature_____

Address_____

IRREVOCABLE AUTHORITY BY THE EMPLOYEE

Station_____

Dated_____

I _____ S/o _____
working as _____ and the employee of the _____ has applied
for a Sehkari Education loan Facility (SELF) for Rs. _____ (Rupees _____
_____) for Pursuing higher education
of my child named _____. Accordingly, I am hereby
giving an irrevocable authority as under:-

1. I hereby authorize my employer under Sec 39 of the Punjab Cooperative Societies Act, 1961 to deduct my salary and any other amount payable to me including retirement benefit till the SELF availed by me along with interest is fully liquidated.
2. This irrevocable authority will not be withdrawn by me even on my transfer, resignation, retirement and termination of service. My employer is fully authorised to deduct the due from me out of any of my dues payable to me.
3. I also authorize to my employer through this irrevocable authority that in case of my death the employer shall first deduct the balance due against me for passing on the same to the bank while making the payment to my heirs.

Signature_____

Name_____

Address_____

DEED OF MORTGAGE

This deed of mortgage is made at _____ on the _____ day of _____ between (herein called "the Mortgagors) of the one part and "The Fatehgarh Sahib Central Cooperative Bank Ltd _____ (herein after called "The Bank" which expression shall include its successors and assigns) of the other part.

Whereas the said The Fatehgarh Sahib Central Cooperative Bank Ltd., has advanced to the said the sum of Rs. _____ (Rupees _____) the receipt thereof the said The Fatehgarh Sahib Central Cooperative Bank Ltd., now in consideration of such advances aggregating the aforesaid sum of Rs. _____ (Rupees _____) and for further securing the repayment thereof,,on demand, with interest thereon, at the rate of % per annum from the date of deposit with the said The fatehgarh Sahib Central Cooperative Bank Ltd., the deeds and documents pertaining to this title to and do hereby charge the premises comprised in the said deeds of documents with the repayment of the said sum of Rs. (Rupees:) with interest thereon at the rate of %per annum such interest to be payable monthly alongwith Principal on or before 10th day of each month.

AND IT IS HEREBY AGREED AS FOLLOWS:-

1. That should any interest remain unpaid for a period of more than six months from its actual and/or after the expiry of the period specified herein the said The Fatehgarh Sahib Central Cooperative Bank Ltd., shall have the right to call in or enforce payment of the sums due under this mortgage.
2. That _____ shall pay the interest as stated above and on failure it shall be added to the principal, such principal, shall in any case be repaid in monthly installments of Rs. _____ (Rupees _____) only commencing from _____ That the said _____ shall on demand by the said The Fatehgarh Sahib Central Cooperative Bank Ltd., Sirhind and his cost execute a simple mortgage of the property hereby mortgaged on the terms and conditions as to interest and manner of payment specified herein and such other conditions as may be imposed by The Fatehgarh Sahib Central Cooperative Bank Ltd., Sirhind. In witness whereof, the said Mortgagor(s) _____ have hereunto signed on the day and the year first above mentioned.

I have also executed a letter of Guarantee on behalf of Sh. _____
Prop _____ and as Guarantor, I deposit my title deed of the property as security and which stood equitable mortgage with the bank.

WITNESS

MORTGAGOR

1.

Name _____

S/o _____

R/o _____

BRANCH MANAGER'S REPORT

1. a) Name of Applocant & Co. Applicant	:	_____
b) Date of Birth of Applicant	:	_____
2. Father's Occupation	:	_____
3. a) Department	:	_____
b) Date of Retirement	:	_____
4. Gross Income	:	_____
5. Net Income	:	_____
6. 40% of Gross Income	:	_____
7. 35% of Gross Income	:	_____
8. Name of Course	:	_____
9. Name of University	:	_____
10. Duration of Course	:	_____
11. Total Fee	:	_____
a) Admission/Enrollment	:	_____
b) Tuition Fees	:	_____
c) _____	:	_____
d) _____	:	_____
e) _____	:	_____
12. Educational Qualification of Applicant	:	_____
13. Score as per credit Scoring sheet for S.E.L.F.	:	_____
14. Name of Guarantors	:	_____
Deptt. And their Residential Address	:	_____
15. Source of Finance	:	_____
Total Fee	:	_____
Contribution by Applicant Laon	:	_____
16. Eligibility of Loan as per S.E.L.F.	:	_____
17. Duration of Loan	:	_____

I Have verified all the documents and contents mentioned in the application and recommendation from are true to my knowledge. I Recommend the education Loan of Rs. _____ (Rupees: _____) to Sh. _____.

Branch Manager
B.O.

HEAD OFFICE REPORT

1. Name of Applicant	:	_____
2. a) Name of Applocant & Co. Applicant	:	_____
b) Department	:	_____
c) Date of Retirement	:	_____
3. Resident of Address	:	_____
	:	_____
	:	_____
4. Name of C ourse	:	_____
5. Duration of Course	:	_____
6. Name of Institution/University	:	_____
	:	_____
	:	_____
7. Total Expenditure	:	_____
8. Own Funds	:	_____
9. Total Salary	:	_____
10. Net Salary	:	_____
11. Marks as per score sheet	:	_____
12. Name of Guarantors	:	1. _____
	:	_____
	:	_____
	:	_____
	:	_____
	:	2. _____
	:	_____
	:	_____
	:	_____
13. Loan applied	:	_____
14. Loan sanctined	:	_____
15. Installment in whichloan is to be disbursed	:	_____
16. Amount of Installment	:	_____
17. Date of Commencement of Installment	:	_____
18. Duration of Loan	:	_____

The BranchManager, B.o._____ has recommended that the education Loan of Rs._____ May be sanctioned to Sh._____ S/O

Sr. MANAGER	MANAGER	ACCTT./CLERK
Sanctioned loan case of Rs._____ (Rupees:_____) under Sehkari Education Loan Facility Scheme.		

Distt. MANAGER

To

Subject: Advance under S.E.L.F.

Dear Sir

with reference to your application, we are pleased to inform you that loan under S.E.L.F. of Rs. _____ (Rupees: _____) has been sanctioned as per the recommendation of the Branch Manager, _____. The Loan has been sanctioned subject to following terms and conditions and formalities to be completed by you to the satisfaction of this bank. You are requested to complete the following documents so that loan may be disbursed to you:

1. You will have to execute the agreement bond, Surety deed, Demand Promissory Note, Letter of Lien & Set Off, Deed of Ratification and Irrevocable Letter of Authority in favour of the bank.
2. The loan shall carry intt. At the rate of 9% p.a.
3. The interest will be calculated quarterly.
4. The loan and interest shall be recoverable in _____ monthly installments beginning from the month of _____ whenever he likes. However, the employee shall be at liberty to repay whole or part of loan whenever he likes.
5. The Installment shall be deducted out of the monthly pay bill.
6. In case the applicant/guardians dismissed or discouraged, relieved or resign or retires from service, he shall pay the entire amount along with upto date interest in lump sum immediately and in case of default the bank shall have the lien on the amount payable to the employee by the bank upto 100% of the loan outstanding and Interest thereon. The bank shall have the right to recover the balance amount in lumpsum by enforcing the provisions of the mortgage.
7. The guardian has to give two sureties to the Bank, who are to retire after him/her.
8. The student borrower's life shall be got insured equal to the loan amount with bank clause.
9. The insurance policy shall be got renewed every year till loan Interest is fully liquidated. In case of failure to do so, the bank shall do the needful by paying premium to the insurance company. The premium shall be debited to the loan account of the loanee.
10. Student, Guardian and his sureties must be enrolled as nominal member of the bank.
11. Charges of Demand Draft will be debited to loan account.
12. You will have to submit a letter of acceptance stating that conditions in the sanction letter and S.E.L.F. are acceptable to you.
13. _____

Endst. no. _____ Dated _____

DISTT. MANAGER

Copy to:

The Br. Manager, B.o. _____ for information & ensure the compliance of terms and conditions of scheme before disbursement.

DISTT. MANAGER

To

Dear Student:

In response to Your application for Education Loan of Rs. _____ We are pleased to sanction

The education loan of Rs. _____ with the following terms and conditions :-

(Loan Amount)

1. The loan is sanctioned on the equitable in the equitable mortgage of property at _____
(addres of the Property)

_____ the collateral security of _____

_____.

(Detail of Colleteral Security)

2. The money will be reimbursed in the form of bank drafts/telegraphic transfer in favour of

(Name of the University)

3. The Interest on the loan is _____

(Detail of Interest)

4. The interest+principal amount has to be paid in _____ EMI's commencing 6 months after the course completion.

5. The Student is required to provide the receipts of the fee payment after the payment has been done by the bank.

Thanking you,
Yours sincerely,

Manager

As seen from the format, the points that need to be clearly cited in a loan sanction letter as:.

The amount of the loan and that the loan can be used for higher education.

The security against which the loan will be sanctioned.

The way in which the loan will be disbursed

The Interest on the loan

The pay-back plan of the loan (repayment schedule) KINDLY ATTACH THE PHOTOCOPIES OF THE SECURITY GIVEN TO THE BANK DULY ATTESTED BY BANK MANAGER.