



COMMECS COLLEGE

Need Based Scholarship Request Form (1st Year)

Session 2025 – 2026

Attach passport
Size photograph

Instructions:

- a. Fill in the form completely in either blue or black ink.
b. Incomplete / Incorrect form will be Rejected.

☐ Commerce ☐ Pre-Engineering ☐ Pre-Medical ☐ Computer Science ☐ Humanities

Personal Data

Name : _____
Cell No: _____
Matriculation / O Level Percentage: _____
G.R No : _____
Seat No : _____
Email : _____

Father's Information

Father's Name: _____
Profession: _____
Cell No: _____
Email : _____
Income : _____
Office Name & Address: _____

Mother's Information

Mother's Name: _____
Profession: _____
Cell No: _____
Email : _____
Income : _____
Office Name & Address: _____

Guardian's Information

Guardian's Name: _____
Profession: _____
Cell No: _____
Email : _____
Income : _____
Office Name & Address: _____

Income of other earning members: (1) _____ (2) _____

Income from other Sources
(Property, Rent, Investment etc.) Rs. _____

Dependents supported by Father / Mother (excluding applicant).

S.no	Name	Age	Relation	Occupation	Monthly Education Expenses
1					
2					
3					
4					
5					

House Owned ☐ Rented ☐ Rent Per Month Rs _____ House /Flat Size: _____

Address: _____

Vehicle Owned ☐ Yes ☐ No Car/Bike: _____

How will you come to college: ☐ Walk ☐ Public Transport ☐ College Van ☐ Personal Car

How much need based scholarship is required? _____

Reasons for applying for need based scholarship (Please give details): _____

Scholarship Deduction Policy

Stage-1 Conditions:

- a. Minimum **65%** marks in First Term Examination.
- b. Attendance upto First Term Examination **90%** and above.

If the above conditions are not met, 20% deduction in the approved scholarship amount will be made.

However, in case of any disciplinary issue 100% scholarship amount may be cancelled.

Stage-2 Conditions:

- a. **70%** in Second Term Examination results.
- b. Attendance upto Second Term examination **90%** and above.

If the above conditions are not met, 30% deduction or 30% additional deduction (where applicable in the approved scholarship amount will be done.

However, in case of any disciplinary issue 100% scholarship amount may be cancelled.

Need Based Scholarship will be granted on Tution Fee only.

I _____ hereby declare that the above information is correct to the best of my knowledge and is supported by relevant documents. If the information provided is found incorrect the Commecs College reserves the right to remove me from the list of need based scholarship applicants.

.....
Date

.....
Applicant's Signature

.....
Father/Mother/Guardian's Signature

Documents to be enclosed

- 1). Photocopy of Father's/Guardian's Pay Slip
- 2). Photocopy of Father's/Guardian's Income Tax return
- 3). Current Electricity Bill
- 4). Rental Agreement / Rent Receipt / Property paper stating house size
- 5). Tuition Fee Receipts (educational expenses of the wards other than applicant)
- 6). Affidavit (Available on College Website).