

**INDIAN INSTITUTE OF TECHNOLOGY DELHI  
HAUZ KHAS, NEW DELHI – 110016**

**Board for Student Welfare**

**Application Form for Loan**

**The Applicant must read the following clauses pertaining to the loan facility from the Board for Student Welfare (BSW) before filling the form:**

1. Dual degree students in the 5th year/ M.Tech./MS(R)/Ph.D. students getting assistantship/scholarship from any source are NOT eligible for loan from BSW. For other students to be eligible for this loan, the annual income of their parents must not exceed Rs 4.5 lakhs.
2. The loan amount will be limited to Rs 25,000 or actual hostel dues/institute fees (whichever is less). The loan will be free of interest.
3. Out of the students eligible for loan according to 1, B.Tech./Dual degree students can avail of the loan at most two times while M.Sc./M.Tech./MS(R) students can avail of the loan only once.
4. Once a student avails of the BSW loan, It will be mandatory for him/her to transfer the entire amount of his/her security deposits (paid at the time of admission) with the hostel as well as with the Institute to the BSW towards partial repayment of the loan. In such a case, any other dues pending against the student must not be adjusted against the security deposits and should be cleared separately.

**To be filled by the Applicant**

1. Name of the Student \_\_\_\_\_
2. Entry No. \_\_\_\_\_
3. Hostel \_\_\_\_\_
4. Student's Mobile No. \_\_\_\_\_
5. Student's email address \_\_\_\_\_
6. Parents' Details:
  - (a) Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_
  - (b) Present Address \_\_\_\_\_  
\_\_\_\_\_
  - (c) Permanent Address \_\_\_\_\_  
\_\_\_\_\_
  - (d) Profession
    - (i) Father: \_\_\_\_\_
    - (ii) Mother: \_\_\_\_\_
  - (e) Annual Income (Certificate to be enclosed)
    - (i) Father: \_\_\_\_\_
    - (ii) Mother: \_\_\_\_\_
  - (f) Contact No. / Mobile No. :
    - (i) Father: \_\_\_\_\_
    - (ii) Mother: \_\_\_\_\_

(g) Email address

(i) Father: \_\_\_\_\_ (ii) Mother: \_\_\_\_\_

7. Amount of loan required: Rs \_\_\_\_\_

(in words \_\_\_\_\_ )

8. Purpose of loan required: Payment of

Hostel dues (**Submit form signed by Hostel Caretaker/Warden**)

Institute fees(**Submit form signed by A.R. Accounts**)

9. Has the student received grant/loan from BSW earlier? Yes / No

If Yes, amount of grant/loan: \_\_\_\_\_

Date of receiving the grant/loan: \_\_\_\_\_

10. Is the student currently receiving financial grant/loan/scholarship from any other agency including IITD? Yes / No

If Yes, Agency's name and amount: \_\_\_\_\_

11. Endorsement by a faculty member:

I know Mr/Ms \_\_\_\_\_(Student's name) personally since \_\_\_\_\_. I am aware that he/she is facing genuine financial difficulties in meeting his/her expenses related to his/her studies at IIT Delhi. I recommend that he/she be provided loan of Rs \_\_\_\_\_ from BSW.

\_\_\_\_\_  
Name of the faculty member

\_\_\_\_\_  
Signature of the faculty member with date

\_\_\_\_\_  
Department/Centre/School of the faculty member

**Note:** The following documents must be attached with the application form for loan failing which the application will not be considered.

- a. A consent letter from either of the parents for (i) seeking loan and (ii) for transfer of your security deposits to BSW.
- b. Parents' Income Certificate
- c. Consolidated grade-sheet till the current semester
- d. Undertaking for transfer of your Security Deposit with the hostel to BSW.
- e. Undertaking for transfer of your Security Deposit with the Institute to BSW.
- f. Declaration by the Hostel caretaker and/or Assistant Registrar (Accounts) stating the amount of dues payable by the student.
- g. Surety signed by someone known to you having own source of income.
- h. Any other document you wish to attach for supporting your application.

## UNDERTAKING TO BE SIGNED BY THE APPLICANT

1. Any wrong information in the application form above makes me liable for disciplinary action, including forfeiting of the loan immediately and debaring me from applying for BSW loans in future.
2. I would transfer the entire amount of my security deposits with the hostel as well as with the Institute totally amounting to Rs \_\_\_\_\_ towards partial re-payment of the requested loan. I will repay the remaining amount of Rs \_\_\_\_\_ (Amount of loan after deduction of my two security deposits) to BSW before the convocation for the award of my degree.
3. I agree to the condition that the Institute can withhold my degree certificate till the full repayment of the loan (without interest).

\_\_\_\_\_  
**Signature of the Applicant**

**Date:**

\_\_\_\_\_  
**Name of the Applicant**

## SURETY

**(By someone known to the applicant and having own source of income)**

I hereby agree to be a Surety for the due repayment of the loan of Rs \_\_\_\_\_ without any interest applied for by Mr/Ms \_\_\_\_\_ to be repaid before the convocation for the award of the degree to the applicant. In the event of the borrower failing to repay the whole or part of the loan on account of any cause, I further undertake to repay the unpaid amount of the loan to BSW, IIT Delhi.

\_\_\_\_\_  
Signature of the Surety with Date.

Name of the Surety \_\_\_\_\_

S/o, D/o \_\_\_\_\_

Contact address \_\_\_\_\_

\_\_\_\_\_  
Mobile No. \_\_\_\_\_

Relationship with the borrower \_\_\_\_\_

**(Please attach self-attested photocopy of any ID (Govt ID/ Aadhar card/ Voter's card/ PAN card of the person giving the Surety).**

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

**..... HOSTEL**

**(To be filled in case the loan is required for hostel dues)**

Mr./Ms. .... Entry No..... is a bonafide resident of .....hostel, IIT Delhi.

He/She has to pay an amount of Rs .....  
(in words .....)

towards hostel/mess dues for the period of .....

This statement is being issued to the student at his/her own request for submission to BSW along with the application for loan.

\_\_\_\_\_  
Caretaker's Signature with stamp

Date:

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**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**Institute Account Section**  
**(To be filled in case the loan is required for Institute fees)**

Mr./Ms. .... Entry No..... is a bonafide student of IIT Delhi.

He/she has to pay an amount of Rs .....  
(In words .....)

Towards Institute fees for the period of .....

This certificate is being issued to the student at his/her own request for submission to BSW along with the application for loan.

\_\_\_\_\_  
Signature of Assistant Registrar (Accounts) with stamp

Date:

## Form for Transfer of Security Deposit with the Hostel

To,  
The Deputy/Assistant Registrar (Accounts),  
IIT Delhi

Subject: Transfer of the entire amount of my Security Deposit with the hostel to the BSW,  
IITDelhi

Sir/Madam,

I have applied for loan from BSW to pay my dues and as a partial repayment of same, I agree to transfer the entire amount of my security deposit with the hostel amounting to Rs....., to BSW, IITDelhi. The same may be transferred to the BSW account. All my hostel dues would be cleared by me separately and I understand that they will not be deducted from this security deposit.

Yours sincerely,

(Signature of the Student)

Name ..... Entry No. ....

Department ..... Hostel.....

| Entry Year   | Amount of Student's Security Deposit with the Hostel |
|--------------|--|
| 2007, 2008   | Rs 2000  |
| 2009, 2010   | Rs 3000  |
| 2011         | Rs 5000  |
| 2012 onwards | Rs 10,000  |

## Form for Transfer of Security Deposit with the Institute

To,  
The Deputy/Assistant Registrar (Accounts),  
IIT Delhi

Subject: Transfer of the entire amount of my Security Deposit with the Institute to the BSW,  
IITDelhi

Sir/Madam,

I have applied for loan from BSW to pay my dues and as a partial repayment of same, I agree to transfer the entire amount of my security deposit with the Institute amounting to Rs....., to BSW, IITDelhi. The same may be transferred to the BSW account. All my Institute dues would be cleared by me separately and I understand that they will not be deducted from this security deposit.

Yours sincerely,

(Signature of the Student)

Name ..... Entry No. ....

Department ..... Hostel.....

### **Amount of Institute Security Deposit**

UG Students – Rs. 4000

PG Students – Rs. 2000

# OFFICIAL USE

**Feedback obtained by Associate Dean (Student Welfare) on the request for loan**

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**Recommendation by Associate Dean (Student Welfare)**

Strike whichever is NOT applicable

(a) A Loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is approved for payment.

(b) The loan requested is NOT approved.

Date:-

**Associate Dean (Student Welfare)**

**To be filled if the Loan is Approved**

Passed & Paid Rs. \_\_\_\_\_

Rupees \_\_\_\_\_

Vide Cheque No. \_\_\_\_\_ dt. \_\_\_\_\_

**Associate Dean (Student Welfare)**

Received cheque no. \_\_\_\_\_ dt. \_\_\_\_\_

For Rs. \_\_\_\_\_

**Signature**

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