

ANNEXURE I

Scholarship Application Process

Step 1. Open the portal

Go to the “Academics” section on the University website and click on “Scholarship 2025.” Two subsections will appear:

- **Scholarship Application Process**
- **Scholarship Application Form**

Before applying, carefully read the **Scholarship Application Process and the Terms & Conditions**. After reviewing them, click on “Scholarship Application Form,” which will directly open the **Scholarship Application Form 2025 portal**.

Step 2. Fill in the Applicant Details

Enter all details **accurately as per the University records** provided at the time of admission.

Step 3. Select the Eligible Scholarship Scheme

- Click “**Click to view scholarship scheme, code and table**” to open the scholarship list and codes.
- Identify the scholarship you are eligible for and note the **Scholarship Code**.
- In the form, select your Programme and then choose the matching Scholarship Code from the drop-down menu.
- A student can apply for **one scholarship only** under any of the scholarship schemes **according to their eligibility** (whichever offers the higher benefit). However, no student is permitted to hold more than one scholarship simultaneously.
- Click “**View common scholarship codes**”, to verify codes before final selection.

Step 4. Upload Supporting Documents

- Click **Choose Files / Upload** and attach the required supporting documents. Accepted formats: **PDF, JPG, and PNG**.
- Maximum: 5 files; Maximum size per file: 5 MB.

Step 5. Read the declaration mentioned as “**Terms & Conditions**” carefully before submitting and confirm that all details and documents provided are true and correct.

Step 6. Submit the application

- Click “**Submit Application**”.
- After submission, **take a screenshot** of the confirmation page and save it for your records. Also keep copies of all the uploaded documents.

Terms and Conditions:

- Student can apply for scholarship in any of the above schemes (whichever is higher).
- No student can hold **more than ONE scholarship simultaneously**.
- Scholarship is not transferable.
- In case of percentage, rounding off will not be considered.
- ARKA JAIN University Scholarship Selection Committee decision will be final with regard to any of the scholarships availed.
- **Scholarship is only applicable in semester fee and not applicable for transport or any other fees.**
- All the eligible students have to apply for the scholarship only using university application form meant for this purpose. Scholarship applications received after the due date shall not be considered for the scholarship award selection process under any circumstances.
- A student must ensure that only relevant support document/s is/are uploaded against the type of scholarship applied for. Failure to do would lead to rejection of the scholarship request.
- If at any stage, it is found that an applicant has concealed, suppressed, distorted any information / facts which would have rendered him /her not eligible for the admission and /or for benefit of fee /scholarship which has been awarded by the University on the basis of submission of documents previously, then the admission and/or benefit of fee/ scholarship will stand cancelled and all such financial support will be recovered by the University.
- In case of any escalation /representation /dispute /discrepancy /clarification, the decision of the Vice Chancellor will be final and binding.
- The University reserves the right to change the scholarship policy as per its discretion at any point of time.
- If there is any confirmed disciplinary violation by a beneficiary, the scholarship will be discontinued permanently. The student will not be eligible for the award of scholarship for subsequent years, if any.
- In such categories as mentioned in the scholarship type, if the scholarship is applicable for one time only in the 1st year fee, scholarship amount will be waived off from the 2nd semester fee. In case the scholarship amount is more than semester fee, then the remaining scholarship amount will be adjusted in the third and subsequent semester fees.
- **A student must ensure that s/he applies for the scholarship process only once. More than one submission from the same enrolment number (even for different scholarship schemes) would lead to cancellation of the application form.**