

**APPLICANT FORM EDUCATION LOAN**  
**Punjab National Bank (HO :7, Bhikhaiji Cama Place, New Delhi)**

**APPLICATION FOR M FOR TERM LOAN FOR PROSECUTING HIGHER EDUCATION**

(Please read through the application form carefully before filling. It should be submitted in duplicate)

<b>Photo</b>	<b>Photo</b>
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**To**  
**The Manager**

**Place.....**

.....  
 (Name of Office)

**Date .....**

1. Application: I hereby apply for a term loan of Rs. ....  
 .....Calculated as under, repayable in  
 ..... Monthly instalments beginning .....years after  
 the disbursal of the loan to enable me to prosecute higher education in  
 .....

Tuition fees, cost of books, examination fees etc.	Rs.....
Maintenance expenses	Rs.....
<b>Total</b>	<b>Rs.....</b>

Amount of loan required Rs.....

2. Personal back ground of the student:
- a. Name in full .....
  - b. Date of Birth and age .....
  - c. Nationality .....
  - d. What is the student doing at present .....
  - e. Is he married? If Yes, The number of children, if any .....
  - f. Father's name in full .....
  - g. Guardian's name in full and relationship with him .....
  - h. Address of father/ guardian .....

**3. Educational qualification:**

(From SSC onwards up to date)

Examination	Institution/ University	Year	of	Attempts	Percentag	Class
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	from which passed	passing	made	e of marks	obtained

Please enclose the mark list of the last examination cleared as also testimonials from two professors from two professors from the college last attended.

**4. Particulars of the scholarship/ prizes won for academic distinction:**

Examination	Specify the academic distinction for which the scholarship/ prize was awarded	Name of the scholarship / prize	Amount of scholarship / prize	Duration of scholarship

**1. Father's / Guardian's financial status/ family particulars:**

- (a) Occupation (Give full particulars) .....
- (b) Income per month .....
- (c) Age .....
- (d) If in service age of retirement .....
- (e) Number of dependents .....
- (f) Details of income of any other Member of family, if earning .....

**2. Particulars of the course for which the loan is required**

- a. Name of the course .....
- b. Duration (Is it full time course?) .....
- c. Institution/ University .....
- d. Other particulars:

**(1) Details of tuition fees**

- 1<sup>st</sup> year of the course Rs. ....
- 2<sup>nd</sup> year of the course Rs. ....
- 3<sup>rd</sup> year of the course Rs. ....
- Rs.....

(2) Essential Books Rs.....

Stationery Rs.....

Equipment, if any Rs.....

**(3) Examination fees**

1<sup>st</sup> year of the course Rs. ....

2<sup>nd</sup> year of the course  
3<sup>rd</sup> year of the course

Rs. ....  
Rs. ....  
Rs.....  
  
**Rs.....**

**3. Particulars of the course for which the loan is required**

(a) Rent Rs. ....  
(b) Board Rs. ....  
(c) Clothes Rs. ....  
(d) Sundries Rs. ....  
Rs.....

**4. Estimated maintenance expenditure during the course period.**

(i) X 12 X duration of the course Rs.....

Source of finance (apart from bank loan applied for)

(a) Non –repayable scholarship/ student-ship  
-fellowship or other financial assistance @ Rs. \_\_\_\_\_  
p.a for \_\_\_\_\_ years commencing from \_\_\_\_\_

Rs.....

(b) Repayable scholarship/ student-ship  
-fellowship or other financial assistance  
(State terms of repayment)  
Funds available from family  
Source @ \_\_\_\_\_ per year for  
\_\_\_\_\_ year

Rs.....

Rs.....

**Total** Rs.....

**5. (a) Please state in brief how the completion of course is going to help the student in improving his prospects of earning his livelihood.**

(b) (i) Expected income per month Rs.....  
(ii) Anticipated monthly expenses Rs.....  
(iii) Amount available for repayment of loan: Rs.....

**6. Any other useful information:**

**I certify that, to the best of my knowledge and belief, the information furnished herein is true and correct promise to abide by the terms and conditions governing the grant of loan.**

**(Signature)**

## APPRAISAL FORM

**BANK**  
 .....  
 .....

**EDUCATIONAL LOAN Proposal No.....**

**Date** .....

Name \_\_\_\_\_ of  
 borrower \_\_\_\_\_

Nature of proposal \_\_\_\_\_ New/ Enhancement/ Change in terms

A copy of loan application dated \_\_\_\_\_ obtained from Shri/Smt/Kum \_\_\_\_\_ is enclosed. The details given in the application have been verified by independent enquiries, reference to testimonials / certificates/ documents etc. Where ever necessary, my comments have been appended.

**1. Particulars regarding family income:**

S.No	Names of members of family including the applicant	Age	Relation	Annual income Rs.	Source
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
			Total		

Please strike out whichever is not applicable.

**2. Sh/ Smt/kum \_\_\_\_\_ in my opinion, is eligible for a loan as detailed hereunder:**

i) Cost of completing the course:

a) Details of tuition fees

1<sup>st</sup> year of the course Rs. ....

2<sup>nd</sup> year of the course Rs. ....

3<sup>rd</sup> year of the course Rs. ....

Rs.....

b) Essential Books Rs.....

Stationery Rs.....

Equipment, if any Rs.....

c) Examination fees

1<sup>st</sup> year of the course Rs. ....  
2<sup>nd</sup> year of the course Rs. ....  
3<sup>rd</sup> year of the course Rs. ....  
Rs.....  
Rs.....

d) Maintenance Expenditure

Rent Rs.....  
Food Rs.....  
Clothes Rs.....  
Sundries Rs.....  
Rs.....

e) Insurance premia for the duration of loan and start up period

Rs.....  
Rs.....

**Total Rs.....**

f) Own funds/ scholarship

g) Non Repayable scholarship/ studentship-fellowship or other financial assistance Rs.....

h) Repayable loan scholarship or other financial assistance Rs.....

i) Funds available from family Rs.....

Total Rs.....

**Loan to be granted (i) – (ii) Rs.....**

**3. Expected monthly income of the borrower after completion of the course Rs.....**

Less: (a) Anticipated monthly expenditure Rs.....

(b) Repayment on account of loan Rs.....

Scholarship/ financial assistance Rs.....  
Rs.....

**Balance Rs.....**

An amount of Rs.\_\_\_\_\_ will be available for repayment of the loan and the loan amount (inclusive of interest at \_\_\_\_\_ %) can be repaid in monthly instalment of Rs.\_\_\_\_\_ commencing from \_\_\_\_\_.

**4. Guarantee**

**5. Any other information not contained in the application but has a bearing on the sanction of the loan.**

The loan will subject, inter alia, to the following terms and conditions. (These can be modified, substituted, deleted, etc depending on the merits of the case.

- (a) The borrower should not participate in any unlawful activity, which would debar him from prosecuting his studies and follow all the rules and regulations laid down by the educational institution.
- (b) The borrower should not enter into any pecuniary obligation or financial liability during the currency of the loan.
- (c) The borrower should strive to secure a suitable employment after the completion of the course. As soon as he secures employment, he should furnish the bank with full particulars of such employment, including income there from.
- (d) The borrower should not take up employment during the period of the course, except with the prior permission of the bank.
- (e) If the borrower is taking up a part-time employment, he should produce a certificate from the head of the institution to the effect that the employment will not effect his studies.
- (f) The borrower should keep the bank informed, from time to time, if any change of address.
- (g) The borrower should not, without the bank's written prior permission, change the course of studies or the place of study or the educational institution.
- (h) The borrower should furnish periodical progress reports from the educational institution.

**6. General :**

- (a) The applicant is not enjoying any credit facility with any other credit institution and has promised to confine his entire borrowing to us.
- (b) The facility will be granted by way of clean term loan.
- (c) The loan amount is reasonable and commensurate with the requirements of the borrower.

I recommend the proposal for sanction.

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**(For Head office use only)**

**No**

**Date**

.....  
.....  
A term loan of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_) sanctioned to remarks below:

**TERMS AND CONDITIONS**

Margin - Nil

Security:

- Advance for education are granted on the personal security of the borrower, guarantee/ collateral security may be taken on merits of each case.
- Borrower will be required to take life insurance policy for an amount equal to 150% of the amount of loan granted to him. A special type of the life policy convertible into an endowner policy, with in 5 yrs will be taken.
- Premium on the policy will ordinarily be paid by the borrower out of his own resources. In case his own resources are too meager to permit this, he can approach the bank to draw from his loan account to meet the expenditure as well.
- Policy is required to be assigned in favour of the bank and keep in the custody of the bank.