



GUIDELINES FOR SCHOLARSHIPS

EFFECTIVE FROM JUNE 2017-18

SCHOLARSHIP PROGRAM OFFICE

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Annexure: Scholarship Application Form

MISSION STATEMENT

The mission of the Tibetan Children's Village (TCV) – an integrated charitable organization – is to ensure that all Tibetan children under its care receive a sound education, a firm cultural identity and become self-reliant and contributing members of the Tibetan community and the world at large.

GOALS

1. Provide parental care and love
2. Develop a sound understanding of Tibetan identity and culture
3. Develop character and moral values
4. Provide effective modern and Tibetan education
5. Provide child-centered learning atmosphere in the schools
6. Provide the environment for physical and intellectual growth
7. Provide suitable and effective life and career guidance for social and citizenship skills

TIBETAN CHILDREN'S VILLAGE

Guidelines for Higher Studies/Training Scholarship Program

Coverage

TCV scholarships are open to all the wards of Tibetan Children's Villages. The TCV Scholarship Policy Committee may also from time to time announce specific specialization scholarships on merit open to any bona-fide Tibetan student in keeping with the needs of the organization and the Tibetan community at large.

Tenability

TCV scholarships are tenable only for full time regular courses recognized by the Government of India or the State Government and those that are approved by the TCV Scholarship Policy Committee. No scholarship will be given for any unrecognized or part-time courses without prior written approval of the TCV Scholarship Policy/Working Committee.

Value

In general, the value of the scholarship for various courses shall be as given in the scheme for scholarship distribution. For courses not mentioned in the scheme or specific specialization courses approved by the TCV Scholarship Policy Committee the value shall be accordingly decided by the Committee, depending on the nature and duration of the course.

Cardinal Condition

On completion of one's study program, a scholar may go and choose to work in any community. However, they must inform the concerned Scholarship Program Office of the completion status. In certain specialized field of study where TCV has a specific need, the scholar must serve for a certain period of time required as a commitment of the scholarship received.

Definitions

1. "TCV Scholarship Policy Committee" means the committee formed in TCV Head Office to formulate policies, review and oversee the TCV Higher Studies Scholarship Program.
2. "TCV Scholarship Working Committee" means the committee constituted by the TCV Policy Committee to ensure smooth implementation, supervision and control of the program in keeping with the policies and guidelines of the Policy Committee.
3. "Scholarship Program Office" means the special cell in the TCV Head Office responsible for monitoring, control and supervision of the program in keeping with the policies and guidelines of the Policy Committee/Working Committee

and maintains all records and contacts with individual students for all matters of purpose including distribution of scholarship amounts.

4. "TCV ward" means a student of TCV whose educational and living expenses are provided by TCV as per records maintained in the Admission Office.
5. "Bona-fide Tibetan" means a Tibetan who holds Registration Certificate (RC) issued to Tibetan refugees by the Government of India and the Green Book (Rangzen Lug-Dep). However, for non-Tibetan wards, this will not be applicable.
6. "Qualifying Examination" means examination to the result of which a candidate becomes eligible to apply for TCV scholarship.
7. "Rules" means the rules and regulations given in this Guideline Booklet and others that may be set by the TCV Scholarship Policy and Working Committee from time to time.
8. "Eligible Candidate" means a candidate who satisfies the requirement of eligibility as laid down in the guidelines of scholarship.

SCHOLARSHIP POLICY COMMITTEE

Members:	President, TCV	Chairman
	Education Director	Member
	General Secretary (External Relations)	Member Secretary
	Accounts Officer	Member
	HO Scholarship Program Officer	Member

Responsibilities:

1. To formulate scholarship policies and guidelines for students on higher studies or trainings after school graduation or otherwise.
2. To assess and evaluate on a regular basis the TCV higher studies and training policy to keep up with changing times and needs within the Tibetan community.
3. To encourage and award special scholarships on specific field of specialization from time to time within the wards of TCV or open to all bona-fide Tibetan students.
4. To meet once a year to review the TCV scholarship policy and pass resolutions accordingly.

5. In case of an emergency or situation arising that requires immediate decision, the Chairman of the Committee reserves the right to issue necessary instructions.

SCHOLARSHIP WORKING COMMITTEE

Members:	General Secretary (External Relations)	Chairman
	HO Scholarship Program Officer	Member Secretary
	Accounts Officer	Member
	HO Sponsorship Coordinator	Member
	Career Counselor - Upper TCV	Member

Responsibilities:

1. To ensure the smooth implementation of the TCV Scholarship policies and guidelines as laid down by the TCV Scholarship Policy Committee.
2. To raise issues concerning scholarship matters to the TCV Scholarship Policy Committee so that timely and meaningful changes could be effected to strengthen the scholarship program.
3. To prepare higher studies and training budget submission and other proposals related to higher studies and training for approval of the TCV Scholarship Policy Committee.
4. To co-ordinate and communicate on a regular basis with the two Youth Hostels – Delhi and Bangalore on scholarship related matters.
5. To carry out other general related matters as per the direction of the TCV Scholarship Policy Committee/President and the Head Office.
6. To meet as and when required and maintain minutes of the meeting. However, in case of an emergency or situation arising that requires immediate decision, the Chairman of the Committee reserves the right to issue necessary instructions subjective to endorsement in the next Policy/Working Committee meeting.

SCHOLARSHIP PROGRAM OFFICE (SPO)

In view of the wide spread location across the Country where our students are pursuing their higher studies and to make it more easier, the scholarship program will be handled from four separate zones as:

- a) **Bangalore Youth Hostel** - South Zone (Tamil Nadu, Andhra Pradesh, Kerala, Karnataka)

- b) **Delhi Youth Hostel** - Delhi area
- c) **SPO Head Office** - All other areas
- d) **DLIHE, Bangalore** - Scholarships will be decided by the institute

The responsibilities of the three SPO (a-c) will be as given below. However, the SPO in the Head Office will co-ordinate and maintain the over-all information on student data, course of study, completion cases and financial accounts of the program.

Responsibilities:

1. After school graduation, all wards of TCV going for higher studies or training and needing scholarships will be handled by the Scholarship Program Officer in the Head Office.
2. In doing so, to be responsible for the overall execution and implementation of TCV scholarship policies and guidelines laid down by the Scholarship Policy Committee and be directly answerable to the Scholarship Working Committee on all matters of scholarship programs and guidelines.
3. To assist and guide all wards of TCV, who have completed their schooling and have been offered scholarships, with college admission where needed.
4. To maintain clear and up to date information and record on each individual student and the program as a whole.
5. To maintain regular contact with all students and observe their progress and help or guide them in their course of study.
6. To prepare and submit scholarship program budget and proposals to the Scholarship Working Committee for approval of the Head Office.
7. To maintain proper and up to date accounts of scholarship distribution and other scholarship related payments.
8. To submit reports on higher studies and training to the Chairman, Scholarship Working Committee as and when required. Furthermore to tabulate and submit comprehensive numerical data of students under the program twice a year.
9. To comply with requirement of sponsors and carry out other general related matters as given in Sponsorship Manual.

SCHOLARSHIP CATEGORY

After Class X

1. Students after completing Class X board exams have the option of taking up a vocational/technical training approved by the Scholarship Policy Committee.
2. As a general policy, wards of TCV who do not secure the required marks in class X Board Examination for promotion to class XI are guided into suitable vocational or technical training approved by the Scholarship Policy Committee.
3. Students below class X, who have no academic aptitude will be guided into suitable vocational training on recommendation from branch heads.

After Class XII (Undergraduate Degree Program)

1. Students after completion of +2 Board Examinations are required to apply for the TCV scholarship in June every year to the Scholarship Program Office. The application must be in the prescribed "Application Form" attached to this booklet. Those who do not apply by 30th September will not be considered for any scholarships.
2. From 2018 onwards, apart from professional courses, all students who wish to pursue BA, B.Com, BCA, Tibetan and Chinese language studies and other courses offered at the Dalai Lama Institute for Higher Education (DLIHE), Bangalore must enroll at the Institute for grant of TCV scholarship. Students opting to join courses in other colleges and universities may do so at their own expenses.
3. After completion of first-degree program, scholars may be encouraged to pursue full-time recognized professional or vocational courses depending on approval from the Scholarship Policy Committee.

Eligibility

1. Only wards of the Tibetan Children's Village are eligible for General Scholarship in degree program.
2. The minimum percentage required is 60% aggregate in Arts and Commerce stream and 55% in Science Stream (5 subjects - 2 languages and 3 elective subjects) in the +2 Board Examination. This is inclusive of the conduct points.
3. Students under out-reach program are eligible for TCV scholarship provided they obtain 65% aggregate at +2.

4. Compartment and Improvement cases must also secure 55% for Science and 60% for Arts and Commerce in the first attempt (CBSE compartment exam in August). No scholarship is given for subsequent attempts unless in a specific field of specialization in Science stream. Instead, they will be guided into a suitable vocational training.
5. Those who fail in class XII Board Examinations will be guided into a suitable vocational training upon application.
6. TCV +2 vocational students at Mundgod must secure 65% aggregate in all the subjects to appreciate three years degree program scholarship.

Renewal of Scholarship

1. The minimum aggregate percentage in the annual/semester university examination for renewal of General Scholarship for degree course is 50%. However this will not be applicable to students in CIHTS-Varanasi & IBD doing Tibetan studies. Any student failing in a particular subject or placed ER category, he/she must clear the back paper in the next semester exam. Otherwise the scholarship will not be renewed.
2. Students who fail to secure the above cut-off percentage, scholarship will be suspended for a year and renewal will be considered only in the following year when results are produced and the required cut off percentage is obtained.
3. Such failed/repeat students will be considered for any vocational training approved by the Scholarship Policy Committee.
4. For renewal and continuation of scholarship, copy of mark statement/certificate must be submitted to the concerned SPO before release of the first installment.

Non-Degree Diploma/Vocational Course

1. Students not eligible for degree program have the option of taking up a one-time non-degree diploma or vocational or technical training approved by the Scholarship Policy Committee.
2. This scholarship is awarded only to wards of TCV.
3. For renewal, one must pass in their annual/semester examination.

Postgraduate Degree Program

1. The minimum aggregate percentage at the undergraduate level required for a ward of TCV to be eligible for postgraduate degree scholarship is 55% in

Science stream and 60% in Arts and Commerce streams (aggregate percentage of the 3-year course). However study option at the postgraduate level must be coherent to the field of study completed at the undergraduate level.

2. After Master's Program, depending on a student's aptitude and interest, M.Phil/Ph.D studies will be encouraged. For related research work or thesis costs, students must apply in writing justifying their need and accordingly the same will be approved or not approved. This scholarship will be provided for the first consecutive three years. Thereafter, extension if needed will be decided in accordance with the merit of the case.

Value and distribution scheme of scholarships

1. The value of the scholarship each year is as per the scheme given at the end of this booklet. This is in accordance with general policy norm laid down by the Scholarship Policy Committee. This includes tuition and living costs.
2. The amount will be paid in installments as indicated in this booklet.
3. The Scholarship Working Committee may provide additional living or other support in case of real needy and deserving students based on recommendations from respective TCV schools or youth hostels.

Merit Award

Goal: To promote excellence in education and specialization

1. TCV wards and those under TCV Outreach Program are eligible to apply for Merit Award. However, this is applicable only for degree programs.
2. A student must obtain 80% in Science stream and 85% in Arts and Commerce streams in 5 subjects (2 languages & 3 elective subjects) at the +2 Board Examination to qualify for Merit Award.
3. For students of +2 vocational stream, the merit award is applicable if having obtained 90% aggregate.
4. For renewal of Merit Award, a scholar must obtain at least 75% in the semester/annual university examination of the degree program on application.
5. A merit scholar will receive a sum of Rs. 10,000/- (annual grant) in addition to the normal TCV scholarship scheme.
6. Merit Award for Tibetan Astro. & Medical Institute (TMAI) students will be 85% in the annual examination as per institution's marking norm.

Scholarship for Correspondence Course (CC)

1. Only TCV regularized staff member and students in private ITI are eligible to apply for TCV scholarships for correspondence courses.
2. Application for the scholarship must be addressed to the Chairman, Scholarship Working Committee TCV Head Office. In the case with staff members the application must come through the recommendation of the respective Director/Principal or Project Head. The recommendation should be based in accordance with Staff Notebook.
3. TCV Scholarship Policy Committee will determine the value of the scholarship from time to time. The present value fixed is Rs. 10, 000/- per annum.
4. To be eligible for renewal of scholarships for correspondence course, a scholar must pass the semester/annual university examination.

Competitive Entrance Examinations

1. A TCV ward intending to join a college that requires an entrance examination and an interview for admission purposes may sit for such exams and interviews with prior approval of the scholarship working committee.
2. TCV shall bear all the expenses for the Department of Education M.B.B.S./B.E. selection test and one more entrance exam provided the student had secured at least 60% aggregate in class XII Board Exam. Travel/Board/Lodge for outside stations up to a ceiling of Rs. 4,000/- will be granted on production of bills.
3. While at College or University, financial assistance for any competitive examinations shall not be provided.

DISBURSEMENT OF SCHOLARSHIP

1. Yearly scholarship will be released to all students in four installments:
 - 1st installment - July or at the time of admission confirmation
 - 2nd installment - first week of October
 - 3rd installment - first week of January
 - 4th installment - first week of April
2. The disbursement will be done from the Scholarship Program Office of the area under which the student falls.
3. A scholar must send reminders for the release of scholarship if not received in time.

4. No bills or receipts will be entertained for encashment other than admission, tuition and exam fees. Dues resulting from fine and late payment and donations if any will be excluded from payment of the bills and receipts mentioned above.
5. No TCV wards will be paid any refundable security deposits.

Medical Allowance

Medical expenses on TCV wards under scholarship are paid as per bill on actual basis within the guidelines set below:

1. A student must inform the concerned Scholarship Program Office (SPO) as and when he/she falls sick within a week's time. Accordingly, the concerned SPO will advise the student in availing TCV or outside facilities.
2. A student must go through the Government/public system of medication and not private hospitals unless otherwise approved by the concerned SPO.
3. Medical claims will be reimbursed on the basis of the doctor's prescription and bills duly verified by the concerned SPO within a period of two months. Bills exceeding Rs. 50,000/- and above must seek prior approval from the Scholarship Working Committee.

Completion of Course of Study

1. At the release of the fourth installment, the concerned SPO will issue a "Course Completion Form" to be filled in by the scholar completing his/her course of study.
2. On completion of a course, if needed within the TCV's, he/she may be directed to serve for a certain period of time.

GENERAL RULES AND REGULATIONS:

1. The three Scholarship Program Offices (Delhi, Bangalore and Head Office) and the local TCV Student Coordinator/Admission Support Group shall extend all possible assistance in securing the first admission after graduation from school. Thereafter, the subsequent admission shall be the responsibility of the concerned scholar.
2. Those who have once accepted scholarship for B.Sc. course, may appear for any entrance test of MBBS or B.E. If selected, such students may opt for the same with TCV scholarship provided reimbursement is made for the dropped

B.Sc. course. The Scholarship Working Committee will decide the amount of reimbursement depending on the student's status.

3. Fees for re-evaluation, re-check, compartmental examination and examination as a private candidate at the post school level will not be paid.
4. One-way travel fare from the school to the place of admission shall be granted during the first admission after school.
5. Food allowance shall be paid to a student during admission for 15 days. In addition, 1st installment of maintenance allowance will be paid to facilitate students to pay advance college fee, if needed.
6. All TCV scholarship recipients must keep in constant touch with the Scholarship Program Office in writing at least three times a year informing and updating on matters such as their progress, happenings, plans, problems etc. Further, it is encouraged to correspond in Tibetan language.
7. Without obtaining prior written permission from the TCV Scholarship Working Committee; NO scholar should:
 - a. Discontinue/break/change course of study/training
 - b. Withdraw from semester or annual University Examination. Any scholar violating the above regulations shall forfeit TCV scholarship, whatever the case may be.
8. In case of a discontinued/drop/change of course case, the Scholarship Working Committee may consider scholarship renewal for another course/program; under genuine situation; if the scholar reimburses the amount of scholarship paid thus far.
9. Gap year application will be considered only under following situations with proper supporting documents:
 - a. Returning to Tibet to meet family members
 - b. Coaching for approved specialized courses(MBBS/BDS/BE/TMAI)
 - c. Medical ground
10. Scholars interested in spending their vacation at a TCV school or wishes to do any volunteer work must inform the concerned SPO in writing at least one month ahead of time. The Head Office SPO will accordingly look for placements. Without this advance information, it is not possible to make suitable arrangements.

11. Depending on the circumstance of each student, the scholarship amount provided is considered adequate. No student is allowed to write to his/her sponsor asking for money since sponsorship contribution is used for meeting further study expenses. This is to avoid any resultant embarrassment or misunderstanding. Sponsors are also made aware of the same.
12. A scholar is expected to be regular in college attendance, abide by the rules and regulations of the Scholarship Guidelines and above all, bear good conduct at all times in accordance with values and principles befitting a Tibetan.
13. The management reserves the right to make any changes to the Scholarship Guidelines as and when deemed necessary.
14. The DLIHE Bangalore will frame its own rules and regulations as deemed necessary and the above general rules and regulations may or may not apply.

TCV HIGHER EDUCATION LOAN

Objectives:

- a. To facilitate wider opportunity and resources to the needy wards of Tibetan Children's Villages and its affiliates so that they become self-reliant and contributing members of the Tibetan Community
- b. To facilitate exercise of greater choice and self-responsibility in the pursuit of higher levels of training and education
- c. To contribute towards the generation of a rich pool of human resource requirement for future Tibet.

With these objectives in mind the TCV Education Loan must be read in conjunction with TCV Scholarship Program, serving to meet the same objectives. In fact, it is an extension for greater self-reliance and personal integrity in the proper and effective use of opportunity to motivate hard work and excel. In short, this added opportunity with focus on greater self-responsibility is hoped to serve the community cause better.

Coverage:

1. TCV wards intending to pursue higher level of professional training/education which are not covered under our general scholarship scheme.
2. To cover essential extra expenses of course/s where the cost exceeds the general scholarship grant from TCV.

3. Students must apply to the Chairman, TCV Scholarship Working Committee. If approved, the student must agree to the Terms and Conditions of the Education loan.

Value:

1. The loan amount will depend on the specific field of study. The upper ceiling for availing the loan will be as follows:
 - a) MBBS/BDS/BE/B.Arch. or higher level courses - Rs. 100,000/- or above at discretion of the Scholarship Working Committee
 - b) Other courses - at discretion of the Scholarship Working Committee

Loan Application:

1. Loan application will be received only in the prescribed Application form given in this booklet. An application will be deemed incomplete unless all the information requested including enclosures is submitted.
2. Completed application form together with the requisite enclosures should be submitted in person or mailed to TCV Head Office - Scholarship Program Office (for postal address see cover of the Scholarship Guidelines).
3. Documents submitted along with the application will not be returned. Hence unless required, candidates must send only attested copies of the certificates.

Terms & Conditions:

1. TCV wards intending to apply for Education Loan must execute a Loan Undertaking in the format given in this booklet. This is a mutual understanding between the applicant and TCV honoring to abide by the terms and condition for the benefit of both parties.
2. To further strengthen this understanding, the applicant must have a Loan Guarantor. In the event of a breach of this understanding, the guarantor assures the full recovery of the loan amount. The following people may act as the Guarantor:
 - a. Parents (with permanent residency verified by the Settlement Officer)
 - b. A bona-fide staff member of TCV
 - c. TCV Village Director/Principal (in case of needy and deserving wards who have no one else to turn to for a Guarantor)

Disbursements of Loan Money:

1. The grant of loan is subject to confirmation of admission in a given program of study only. Loan money will be disbursed as per academic terms of an institution.
2. The loan shall be used exclusively for the purpose set forth and that no changes in purpose should be made without the written consent of TCV Scholarship Program Office.

Repayment:

1. All loans made under this agreement must be repaid.
2. The repayment period for loan begins a day after 6-month grace period ends. The grace period is defined as the time after completion of the course.
3. There will be no interest until the end of the course and the six-month grace period. Thereafter 6.5% interest will be charged annually. The Scholarship Policy Committee may also change the rate of interest if deemed necessary.
4. Repayment must be completed, if possible, within five years from the interest date - either in lump sum or in suitable installments agreed with the concerned individual.
5. The decision of the Scholarship Working Committee will be final. No representation in this regard will be entertained. Further, an individual must agree and undertake to notify the organization in writing of any circumstances affecting the correctness of any particulars set forth or variation in the agreement in his/her application immediately.
6. In case of course drop out, the whole amount of loan must be reimbursed immediately, failing which interest will be applicable thereon.

Scheme for distribution of TCV Scholarships:

S.NO.	COURSE	LIVING EXPENSES	ACADEMIC EXPENSES
1	Degree Program:		
	a) Undergraduate	Rs. 3,500/- per month	Rs. 3,000/- per annum
	b) Masters	Rs. 3,500/- per month	Rs. 3,500/- per annum
2	Specialized Program:		
	a) MBBS	Rs. 3,500/- per month	Rs. 4,000/- per annum
	b) BDS	Rs. 3,500/- per month	Rs. 4,000/- per annum
	c) BE/B.Tech.	Rs. 3,500/- per month	Rs. 4,000/- per annum
	d) B.Arch.	Rs. 3,500/- per month	Rs. 4,000/- per annum
3	Non-degree Program:		
	Diploma/Vocational/Technical Courses	Rs. 3,500/- per month	Rs. 2,500/- per annum
4	M.Phil/Ph.D	Rs. 4,000/- per month	Rs. 4,500/- per annum
5	TMAI, Dharamsala	Rs. 500/- per month	Rs. 4,000/- per annum
6	IBD, Dharamsala	-	Rs. 3,000/- per annum
7	CIHTS, Varanasi	Rs. 2,000/- per month	Rs. 4,000/- per annum
8	Chagpori Medical Institute	Rs. 500/- per month	-

NOTE:

1. Living Expenses include board/lodge and personal money (monthly basis) whereas Academic Expenses include books/references/stationery items and yearly clothing needs (annual basis).
2. Tuition, Admission, Examination, Registration fee etc. will be paid as per bill up to a ceiling of Rs. 20,000/- per annum. For M.Phil/Ph.D students, costs related to research and thesis work exceeding this ceiling amount, must apply in writing justifying the need with recommendation of the concerned department advisor. Accordingly, the Scholarship Working Committee will approve/not approve the same.
3. Scholarship for courses other than those mentioned in the scheme will be determined by the TCV Scholarship Policy Committee, according to the nature and duration of the course.
4. Living expenses will be paid for 12 months. In the case of students residing in reputed college hostels or if it is a requirement to live in the college hostel, living expenses will be paid as per bill. If it exceeds the scheme amount, special sanction has to be sought from the Scholarship Working Committee.
5. Institutional billing (Tibetan Institutes) will be obliged by the Scholarship Program Office as per agreement between the Institution and TCV. For those institutes not listed above, living and academic expenses will be decided by the Scholarship Working Committee in accordance with the institutional billing, as and when necessary.
6. The DLIHE Bangalore will have its separate budgetary allocations and the above given scheme may or may not apply.
