

SAFE HANDS FOUNDATION (SHF) STUDENT GUIDELINES

Students applying for the Akshara Sponsorship Programme:

Eligibility:

1. Students pursuing X std or similar level of education only can apply, on their own interest.
2. Family annual income should be less than Rs 50000/- (for rural areas) / Rs 60000/- (for urban areas).
3. Student must not receive monetary aid from any other NGOs for the same course / amount. It is the student's duty to inform SHF if they receive any monetary assistance from other NGOs' as if discovered later, they shall be instantly removed from the Akshara Sponsorship Program.

Application Process:

1. Students have to fill the Student Information Form available at www.safehandsfoundation.org for applying to the Akshara written test.
2. Form should be printed both sides back to back on A4 size white paper. DONOT use rough papers.
3. Use Ball Point Pen with Blue or Black ink only.
4. Affix Candidate's Photograph of Passport size only, at designated area.
5. All details should be filled in form completely, clearly & accurately.
6. Candidate has to sign on both sides of the form at designated areas and on all supporting documents mentioned below upon proper understanding and agreeing all rules, regulations and questionnaire in Student Information Form and this SHF student guidelines document.
7. Students need to attach the following documents with the Student Information Form:
 - Original Bonafied certificate/ similar kind of letter from school authorities where candidate is pursuing / completed X std/SSC.
 - Photo copy of final exam marks card, if results are declared for SSC or similar level of education. If results are not declared, detailed marks sheet of Half-yearly/ Pre-final examinations duly attested by school authorities in original and Hall Ticket photo-copy of Final examination of SSC/Similar level of education.
 - Photocopy of Ration Card or any address proof provided by A.P State Govt. or Central Government of India.
 - Photocopy of Caste certificate (with both Caste & Sub-caste information) from Mee-seva centers only issued by competent authority. This applies to all categories including OC.
 - Photocopies of Latest Income certificates of all earning members of the family, from Mee-seva centers only issued by competent authority.
8. Candidate has to take a Xerox copy of the duly filled and signed form for their future reference.
9. Duly filled forms with all enclosures mentioned above should be sent to below address prior to the announced final date:

To
President
Safe Hands Foundation
11-8-153/A, Bhagath Singh Marg,
Lenin Nagar, Khammam – 507001. Andhra Pradesh.

Rules and Regulations:

1. Student Information Form is just a form providing candidate's information for attending the sponsorship exam but not the application for financial assistance.
2. Mere eligibility is not a yardstick for selection. Forms will be processed based on merit, economical factors, marks obtained in the Safe Hands Foundation (SHF)'s Akshara screening test and also available funds & resources with SHF.

3. Assessment of economic status does not only depend on documents submitted. It will be done by visiting the candidate's residence and meeting his/her parents & teachers.
4. If Candidate's application is selected for home-visit process, Candidate, his/her Parents/Guardians have to co-operate with SHF during home visits for verification and for taking photographs for future our reference.
5. Student Information Form, Application Letters, Supporting Documents, Photographs or any other material of any type once submitted to Safe Hands Foundation, will not be given back to the candidate or anyone at any cost in any case at any time.
6. Forms received after given due date in that year will not be considered for the sponsorship programme.
7. Forms which are Incomplete/Unfilled /without mentioned enclosures will be summarily rejected.
8. Duly filled forms with all enclosures mentioned above should be sent to below address only prior to the announced final date:

To
President
Safe Hands Foundation
11-8-153/A, Bhagath Singh Marg,
Lenin Nagar, Khammam – 507001. Andhra Pradesh.

9. Candidates or People on candidate's behalf should use the above address only for submitting forms or documents. Enquiries, arguments or discussions on process of Safe Hands Foundation with the people at or near the address mentioned above are highly discouraged.
10. SHF is not responsible for any inconvenience caused to the residents at or near the address mentioned above by Candidate or People on Candidate's behalf. Such cases will be treated legally by Safe Hands Foundation, Khammam.
11. Recommendations and interference in the selection process of candidates will be highly discouraged. Safe Hands Foundation will not entertain such cases and in such case, respective candidate's form for the sponsorship programme will be taken into serious consideration for rejection from sponsorship programme.
12. Selection of candidates and provision of Sponsorship to the selected candidates will be done for that particular year of application only. Further continuation of sponsorship will be decided wholly by Safe Hands Foundation with a fresh application process, based on several factors and available funds & resources with SHF.
13. Candidates have to adhere to the rules and regulations of Safe Hands Foundation. Candidates selected through the whole process of SHF's Akshara Sponsorship Programme has to produce the original documents for verification purpose, copies of any further documents or & mark-sheets on demand regularly during their academic course sponsored for, failing of which, candidature of the concerned will be rejected completely from the sponsorship programme.
14. Final decision on selection, sponsoring or rejection of student beneficiary from the Safe Hands Foundation's Akshara sponsorship programme, throughout the same, lies with Safe Hands Foundation, Khammam.

(In case discrepancy in any documents is found later, the sponsorship stands cancelled).

Note: Information given in this document is liable to change at any time without any prior intimation and the changes will be based on the decisions taken by Safe hands Foundation executive committee members. Applicants are requested to read the SHF student guidelines regularly, for any updates and changes.

Contact tel. nos. of SHF volunteers

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