

# JITO EDUCATION ASSISTANCE FOUNDATION

JITO HOUSE,  
Plot No. A-56, Road No. 1, MIDC MAROL,  
Near International Tunga Hotel,  
Mulgaon,  
Andheri (East).  
Mumbai - 400 093  
Email: support.jitojeap@jito.org  
Website: www.jitojeap.in



## JITO EDUCATION ASSISTANCE PROGRAM

**Student Application No. JITO-JEAP/2025/0254**

**Date: 31/05/2025**

Financial Asst Type: **FOREIGN FINANCIAL ASSISTANCE**.

Dear Mr/Ms. **Priyal Jain**,

CONGRATULATIONS:

We are pleased to inform you that an amount of **Rs. 1500000** has been sanctioned against your Application for your Higher Education under JEAP. application to JITO-JEAP.

YEAR WISE SANCTIONED AMOUNT			
1st Disbursement	₹ 750,000.00 (Paid)	1st Disbursement Date	09/07/2025
2nd Disbursement	₹ 750,000.00 (Paid)	2nd Disbursement Date	15/07/2025
3rd Disbursement	₹ 0.00	3rd Disbursement Date	
4th Disbursement	₹ 0.00	4th Disbursement Date	
5th Disbursement	₹ 0.00	5th Disbursement Date	
6th Disbursement	₹ 0.00	6th Disbursement Date	

The repayment of Financial Assistance in **15** equal instalment of Rs.100000.0each commencing from **11/06/2027** Repayment Type Monthly

**If we have approved the Financial assistance for the 2nd year you will need to submit the required documents in 2nd year for disbursement of Financial assistance.**

### **HOW TO START DOCUMENTATION PROCESS**

**Kindly follow the steps below:**

#### **STEP 1:**

- Read your Sanction Letter
- Download all attachments attached with this email.
- Go through the '*List of Documents*' PDF for submitting physical Documents.
- Submit all documents mentioned in this list in A4 size file along with PDCs (Post Dated Cheques).

## **STEP 2: For Any Queries**

- Send a clear and proper email to: **support.jeap1@jito.org**
- We will respond within 24–48 working hours.
- If no reply within timeframe, send a gentle email reminder only.

## **STEP 3: For Phone Calls**

- Calls will be answered only on: **Monday to Friday | 4:00 PM to 5:00 PM Please contact Mr. Guruprasad Ganapuram at 8879519845 for any queries or further assistance**
- Outside these hours, please email your concerns

**Physical file Sending Address : JITO HOUSE, Plot No. A-56, Road No. 1, MIDC MAROL, Near by International Tunga Hotel, Mulgaon, Andheri (East), Mumbai - 400 093**

### **IMPORTANT NOTES:**

Read your sanction letter thoroughly before contacting us. Avoid calling or mailing without understanding the contents of the letter. Do not send documents, cheque images, or approval requests on WhatsApp. All official communication must be sent via email only.

We are continuously learning and striving to make our processes more efficient and transparent. Your cooperation in following these guidelines helps us serve you better.

Thank you for your understanding and support.

### **PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN AN A4 SIZE ALONG WITH POST DATED CHEQUES (PDCs):**

1. List Of Documents (Do's and Don'ts) : Submit all documents mentioned in this list
2. Sanction Letter
3. Payment Letter
4. Affidavit cum Undertaking – Form A
5. Promissory Note – Form B
6. Advance Receipt – Form C
7. Guarantor Form – Form D
8. Bank Verification

### **HOW YOU WILL GET DISBURSEMENT?**

Once we will receive the set of Documents & Post-Dated Cheques in a file with proper sequence in order as per our sanction letter, we will do the disbursement stated below.

#### **Domestic Disbursement – Full amount**

**Foreign Disbursement – Partly 50%before and remaining 50%after student reaching other country after uploading Immigration copy + College fees receipt on JEAP application portal under 'Third Stage document Tab'.**

### **How to Fill Cheques Details in 'POST DATED CHEQUE DETAILS ' TAB?**

- 1) Go to JITO JEAP website
- 2) Login to your application
- 3) To Open the application, click on Application number or Name of the Applicant
- 4) Now Click on Edit Button
- 5) Go to 'POST DATED CHEQUE DETAILS'
- 6) Scroll Down below you will be able to see PDC Details on the left side and click on Add a line button
- 7) Start entering your cheque details as per mentioned columns
- 8) Once you have entered all the cheque details then click on 'SUBMIT POST DATED CHEQUE DETAILS' button and then click on save button.

Sr No.	Student Name	If Parent Jnt A/cName	Repayment Date	Amount in Rupees	Bank Name	IFSC Code	Account Number	Cheque Number	Application Number
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**9) WARNING: IF WE FOUND THE PDC CHEQUE DETAILS UNDER POST DATED CHEQUES DETAILS TAB IS EMPTY THEN DISBURSEMENT WILL BE DELAY BY 15-20 WORKING DAYS, STRICTLY.**

### **HOW TO SEND DOCUMENTS?**

1) Please note that 'FORM A' has to be printed on Rs. 500 stamp paper for Maharashtra Applicants and others it will be Rs.100 and also compulsory to be registered and notarized.

2) If we receive the documents without the file then there can be delay in the disbursement of the funds.

3) When you will send us the document's please do make an 'A4 size file' and do arrange the documents as per the list attached in this sanction letter below and please do the numbering of each and every documents according to the list.

**IMPORTANT POINTS TO KEEP IN MIND WHILE PREPARING CHEQUES –**

1) Cheques to be submitted only of Student bank account. It should be Major account (Age 18+), Single account or Joint account with any of the parents. (If Joint account with any parent, then the primary name should be of Student then Parent name on cheque leaf. If some of the reason, student is not available then parent have to sign on all cheques requested as per sanction letter and send us).

2) Cheques to be written with the BLUE BALL PEN only (Do not use any Gel Pens).

3) PDC Detail (Post Dated cheques) should be written in favor of – JITO Education Assistance Foundation

4) Cheques should be filled with all details (Account Payee on left top corner, Repayment Date mentioned as per sanction letter, Pay, Rupees in Words, Amount In figures, Signature of Student / Parents only if Joint account). If we find any incomplete information or words / figures are not visible properly on any of the cheque leaf's then we will return back to you. As per our policy we do not have any rights to make any changes on your cheques.

5) We only accept cheques of Government Nationalized bank and Private banks (E.g. HDFC Bank, ICICI Bank, Kotak Mahindra Bank, Axis Bank, IndusInd Bank, IDBI Bank, Yes Bank, IDFC First Bank, etc).

6) If cheques are more than 15 then we suggest you to make Rubber stamp of our Payee name and stamp on it.

7) Please do not send us the Cheque Book, request you to send us only cheque leaf's as per dates.

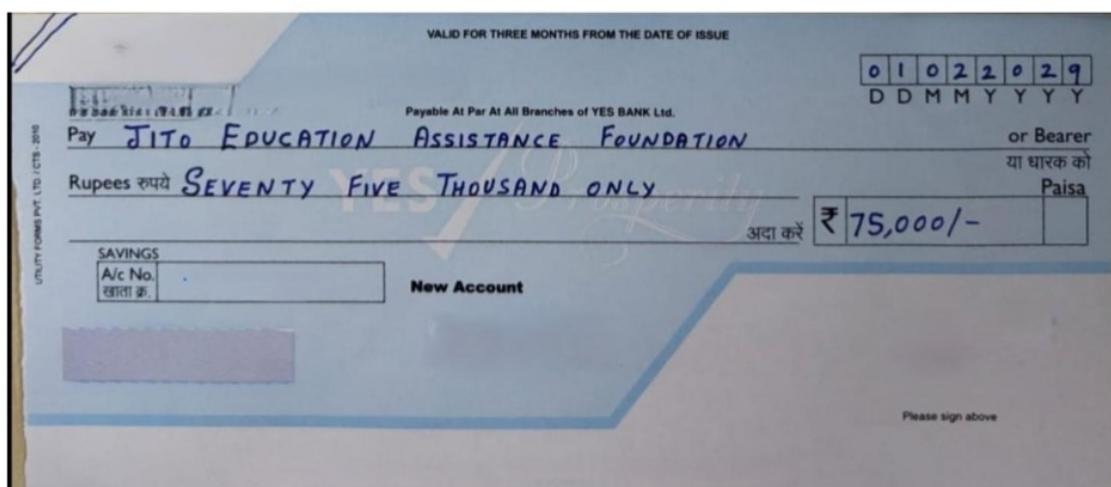
8) Overwritten, scribble and double signatures are not allowed on cheques.

9) Please do not staple the cheques.

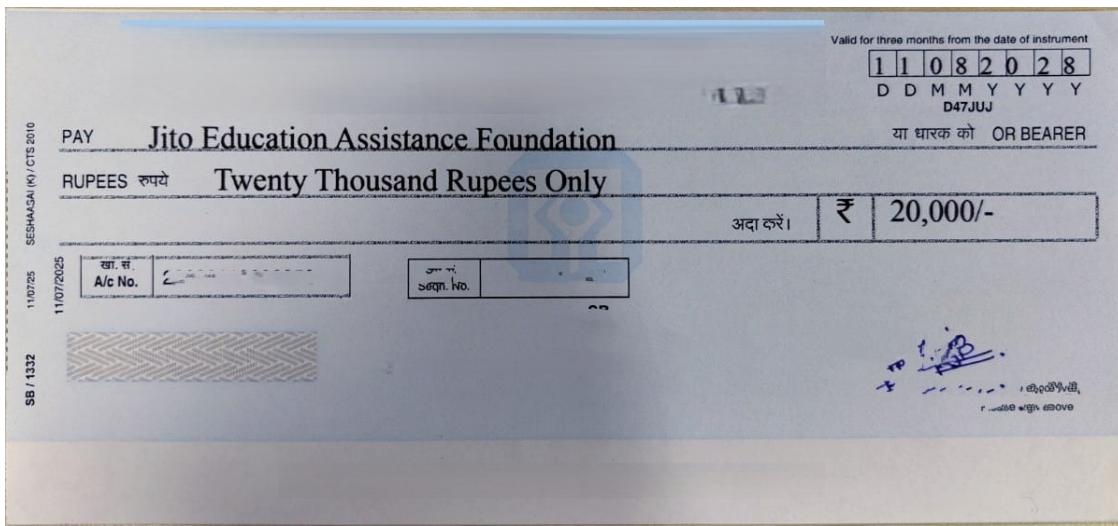
10) Kindly submit only individual cheque leaves

11) Cheque books will not be accepted.

**NOTE : Please fill the cheque neatly using a blue ball pen only. Cheques filled with any other color will be strictly returned. Ensure the signature matches the bank verification letter — any mismatch will also lead to rejection. Similar to the example shown in the cheque photo below. Do not copy any information from this cheque as it is just for your reference.**



**NOTE: If you are printing the cheque, please ensure that all details are formatted and aligned as shown in the example cheque photo below. Do not copy any information from this cheque as it is just for your reference.**



### WHAT IS PAYMENT LETTER?

- 1) Payment letter is the proof that you have submitted us the cheques with complete information as per your sanction amount.
- 2) You have mention the 1st PDC Date, Sanctioned amount, Bank Name, All cheques Date, Cheque Number, Amount of equal installment, Applicant name, Applicant Signature, Applicant Indian address.
- 3) Kindly take the photo of 1st cheque date to upload and Payment letter for your reference to fill all the cheques details under Post Dated Cheques Details.

- 1) Affidavit cum undertaking (Form A) (Please note that 'FORM A' has to be printed on Rs. 500 stamp paper for Maharashtra Applicants and others it will be Rs.100 and also compulsory to be registered and notarized)
- 2) Promissory Note (Form B) (This document should be signed by "applicant" across on Rs. 1/- revenue stamp)
- 3) Advance Receipt (Form C) (This document should be signed by "applicant" across on Rs. 1/- revenue stamp)
- 4) Guarantor Form (Form D) (Both the Guarantors should be JAIN, Earing person and age should be above 18+ and under 65)
- 5) Disbursed Approval Letter (Write Applicant Name, Application Number, Full Sanctioned Amount from JEAP).
- 6) Payment Letter (This form should be filled completely and signature of Student/Parent is must (Parent signature is applicable only if POA- Power of Attorney is submitted to JEAP)

### ONLY FOR FOREIGN APPLICANT'S -

- 1) If you do not have VISA and Flight ticket now then you can submit it later on. Kindly submit us the VISA and Flight ticket on email id: support.jeap1@jito.org along with your application number and Name of applicant. But other than these 2 documents please send all other documents with cheques as soon as possible. But the disbursement will be done only when VISA and Flight ticket along with all the documents and cheques will be submitted to JEAP as per requirement.
- 2) Once you receive the 50% disbursement from JEAP then you will get an email in 5 working days. Accordingly, you need to submit the Third Stage Documents.

### HOW TO UPDATE THIRD STAGE DETAILS IN 'THIRD STAGE DOCUMENT TAB'?

- 1) Go to JITO JEAP website.
- 2) Login to your application.
- 3) To Open the application, click on Application number or Name of the Applicant.
- 4) Now Click on Edit Button.
- 5) Go to 'Third Stage Documents Tab'.
- 6) Scroll Down below you will be able to see the upload section for Immigration Copy, College paid fees receipt and basic information to update these details.
- 7) Start updating the information as per mentioned.
- 8) Once you have entered all the cheque details then click on 'Submit Third Stage Document' button and then click on save button.

**Disclaimer:** In the event of a change in policy or management decision, JEAP reserves the right to hold, cancel, or modify the sanctioned amount. This sanction letter is valid for 30 Days only.

Dear Students/Parents,

Please note that Calls and WhatsApp messages will not be entertained for general queries unless it is an emergency. To ensure smooth workflow and maintain focus on our responsibilities related to disbursements and accounting, we request you to kindly follow the below communication protocol:

**For All Queries:**

- Email your queries in proper sequence/order to: **support.jeap1@jito.org**
- We aim to respond within **24–48 working hours**.
- If no reply is received within this timeframe, feel free to send a gentle reminder via email.

**For Phone Discussions:**

- Calls will be attended only between **4:00 PM – 5:00 PM, (Monday to Friday)** Please contact **Mr. Guruprasad Ganapuram at 8879519845 for any queries or further assistance** .
- Outside these hours, email is the only accepted communication mode.

**You have to send courier from your choice like any normal courier, post, speed post, air, etc.**

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**Important Notes:**

- Read your sanction letter thoroughly before contacting us. Avoid calling or mailing without understanding the contents of the letter.
- Do not send documents, cheque images, or approval requests on WhatsApp. All official communication must be sent via email only.

We are continuously learning and striving to make our processes more efficient and transparent. Your cooperation in following these guidelines helps us serve you better.

**Thank you for your understanding and support.**

**Wishing you best of luck,**

**Thanks And Regards,**

**Hon.Secretary**

#	List of Documents	Submitted
1	JEAP SANCTION LETTER (Login and go into your application -Click on print and download the Sanction letter)	<input type="checkbox"/>
2	VISA copy (Foreign Applicants Only)	<input type="checkbox"/>
3	Flight Ticket (Submit immediately or once you book ticket + Foreign Applicants Only)	<input type="checkbox"/>
4	Payment Letter (This form should be filled completely and signature of Student is must)	<input type="checkbox"/>
5	Student Bank Verification	<input type="checkbox"/>
6	Recommendation of JITO Member (Take format from website in Document section and fill the same along with JITO member signature and UID number compulsory)	<input type="checkbox"/>

#	List of Documents	Submitted
7	Jain Sangh Certificate of Applicant (If you have already then do send that Jain Sangh Certificate or take format from website in Document section and fill the same along with Sangh Stamp & Signature of Head Authority person compulsory)	<a href="#">?</a>
8	Affidavit cum undertaking (Form A) Please note that 'FORM A' has to be printed on Rs. 500 stamp paper for Maharashtra Applicants and others it will be Rs.100 and also compulsory to be registered and notarized.	<a href="#">?</a>
9	Promissory Note (Form B) (This document should be signed by "applicant" across on Rs. 1/- revenue stamp)	<a href="#">?</a>
10	Advance Receipt (Form C) (This document should be signed by "applicant" across on Rs. 1/- revenue stamp)	<a href="#">?</a>
11	Guarantor Form (Form D)	<a href="#">?</a>
12	JEAP EF ASST. APPLICATION FORM (Login & go into your application -> Click on print and download the Application form)	<a href="#">?</a>
13	SSC Marksheets	<a href="#">?</a>
14	HSC / Diploma Marksheets	<a href="#">?</a>
15	Graduation Marksheets (Only for Post Graduation Applicant)	<a href="#">?</a>
16	I-20 (Foreign Applicants Only) & Admission Letter & Fees Structure	<a href="#">?</a>
17	(Domestic Applicants Only) & Admission Letter & Fees Structure	<a href="#">?</a>
18	Passport copy - Student (Foreign Applicants Only)	<a href="#">?</a>
19	Pancard - Applicant (2 Copies)	<a href="#">?</a>
20	Aadhaar card - Applicant (2 Copies)	<a href="#">?</a>
21	Student Main Bank account details and statement for last 6 months / 1 year (If not bank statement then send Passbook copy of last 6 month / 1 Year)	<a href="#">?</a>
22	Electricity Bill Latest (Latest bill & If not self owned house then kindly submit us the rent Agreement Xerox copy)	<a href="#">?</a>
23	Aadhar card - Father / Mother / Guardian	<a href="#">?</a>
24	Pancard - Father / Mother / Guardian	<a href="#">?</a>
25	ITR Acknowledgement + Computation of Income along with Profit and Loss & Balance sheet of Father of last 1 years (If having Business)	<a href="#">?</a>
26	Form no.16 for Salary Income of Father of last 1 years (If getting Salary)	<a href="#">?</a>

#	List of Documents	Submitted
27	Bank Statement of Father & Mother of Last 1 years (If not bank statement then send Passbook copy of last 1 years)	<input type="checkbox"/>
28	Aadhar card - Guarantor 1	<input type="checkbox"/>
29	Pancard - Guarantor 1	<input type="checkbox"/>
30	Aadhar card - Guarantor 2	<input type="checkbox"/>
31	Pancard - Guarantor 2	<input type="checkbox"/>
32	Proof of Funds Arranged/ Taken/Approved other than JITO JEAP	<input type="checkbox"/>
33	Student handwritten Stating reason for choosing course and Institutes	<input type="checkbox"/>
34	Extra Curricular or Others documents (If any achievements)	<input type="checkbox"/>

**IMPORTANT NOTE:-**

- 1) Request you to submit the documents in above given sequence wise only along with numbering or bookmark with pen/pencil.
- 2) Please make a A4 SIZE file and keep in sequence of all documents in single bunch number wise.
- 3) If we found the documents submitted is not arranged properly then disbursement may be delayed.
- 4) You might have not submitted all the documents properly online into your application but now as you received the sanction letter you need to submit the documents proper as per sanction letter.
- 5) And unless you do not submit us physically all the documents as per sanction list attached above we will not able to disburse the amount from JEAP.