

Instructions to Apply Online for Financial Assistance for Needy Students – Year 2025

1. Logging In:

- Visit the Examinations Unit website (examfmisc@sjp.ac.lk).
- Log in to your account.

2. Selecting the “Hardship Fund” Option:

- After logging in, navigate to the "Other" menu.
- Select "Hardship Fund" (Refer to Figure 2.1).

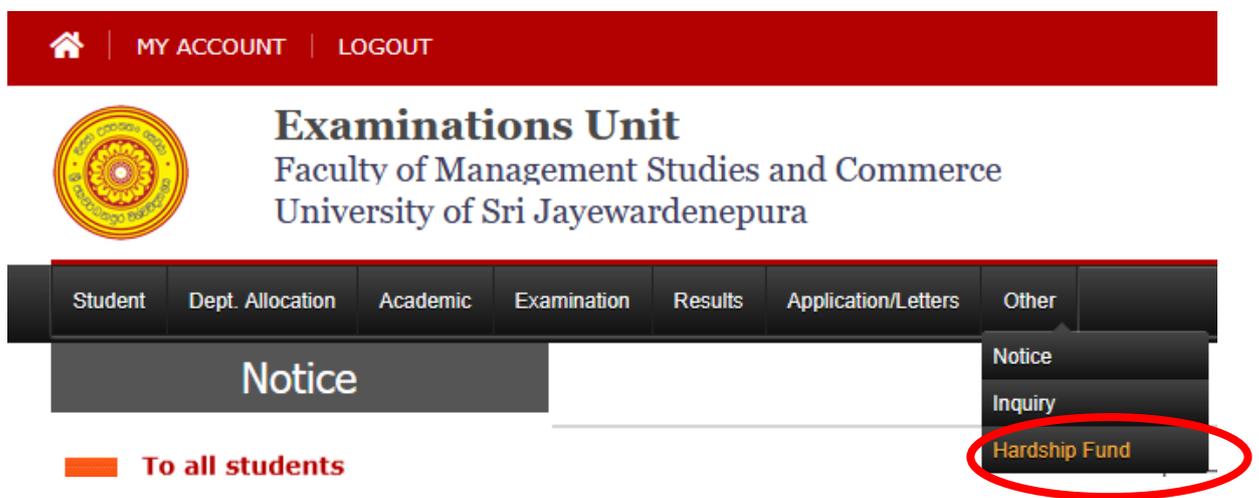


Figure 2.1

1. Select “Application” tab



2. Please note that all fields are required.

3.

The screenshot shows a form with two tabs: "Application" (active) and "Application Status". Below the tabs are two input fields. The first is "Total Family Income (Monthly):" with a text input containing "Monthly income (0.00)". The second is "Accommodation Information:" with a dropdown menu showing "-Select-" and a downward arrow icon. Arrows point from the text labels "Enter your family income (monthly)" and "Select Accommodation" to their respective fields.

4. Entering your monthly income details into the “Income List Box”.

The screenshot shows the "Income List Box" interface. At the top, there is a dropdown menu for "Your Income (Monthly):" with "-Select-" selected. Below it is a text input for "Income value (0.00)". To the right are two buttons: "Add Income" and "Clear All". Below these is a list box containing two items: "Mahapola Scholarship : Rs. 5000.00" and "From Parents : Rs. 6000.00". At the bottom, it shows "Total Income (Monthly): 11000.00". Annotations include: "Step-01 : Select Income Type" pointing to the dropdown; "Step-02 : Enter Income value" pointing to the input field; "Step-03 : Click 'Add Income'" pointing to the "Add Income" button; and "Clear Income List Box" pointing to the "Clear All" button. A red 'x' icon next to each item in the list box is labeled "Remove Income Item".

If you select 'Other' in the Monthly Income list, follow the steps below.

The screenshot shows the "Income List Box" interface with "Other" selected in the "Your Income (Monthly):" dropdown. The "Income value" input field contains "10000.00". The "Add Income" button is highlighted. The list box contains "Mahapola Scholarship : Rs. 5000.00" and "From Parents : Rs. 6000.00". At the bottom, it shows "Total Income (Monthly): 11000.00". Annotations include: "Step-01 : Enter the other income" pointing to the dropdown; "Step-02 : Enter Other Income value" pointing to the input field; and "Step-03 : Click 'Add Income'" pointing to the "Add Income" button.

5. How to Enter Your Monthly Expense Details in the 'Expenses List' Box.

Step-01 : Select Expenses Type

Step-02 : Enter Expenses value

Step-03 : Click "Add Expense"

Your Expenses (Monthly): -Select-

Expenses value (0.00)

Add Expenses

Clear All

Expenses List Box

Clear Expenses List Box

Food : Rs. 9000.00 ✖
Education expenses : Rs. 4000.00 ✖
Travel expenses : Rs. 3000.00 ✖
Health : Rs. 3000.00 ✖
Clothes : Rs. 1500.00 ✖
Leisure : Rs. 1000.00 ✖

Total Expenses (Monthly): 21500.00

If you select 'Other' in the Monthly Expenses list, follow the steps below.

Step-01 : Enter the other expenses

Step-02 : Enter Expenses value

Step-03 : Click "Add Expense"

Your Expenses (Monthly): Other

Enter other expenses

Expenses value (0.00)

Add Expenses

Clear All

Food : Rs. 9000.00 ✖
Education expenses : Rs. 4000.00 ✖
Travel expenses : Rs. 3000.00 ✖
Health : Rs. 3000.00 ✖
Clothes : Rs. 1500.00 ✖
Leisure : Rs. 1000.00 ✖

Total Expenses (Monthly): 21500.00

6.

Briefly description why is you applying for the scholarship

What is the reason for applying for this scholarship? (Briefly):

7. Enter your Bank Code, Branch Code and Bank Account Number

Bank Code:	<input type="text" value="Bank Code"/>
Branch Code:	<input type="text" value="Branch Code"/>
Bank Account Number:	<input type="text" value="Account Number"/>

8.

Upload Account Number of you Savings Account Passbook (Only PDF)

Upload Bank Copy (pdf file only) No file chosen (Maximum file capacity is 1MB)

Upload Evidence (pdf file only) No file chosen (Maximum file capacity is 1MB)

Upload related documents (Only PDF)
(Request letter, student information page of the Student Record Book, family income statement)

9.

Step 01 - Before you click the "Submit" button please put the "✓" in the check box.

I, hereby declare that all the foregoing information given above are true and accurate to the best of my knowledge and also I assure to continue my studies as a full-time student with dedication.

Step 02 - Click Submit Button