**Manual for Education Loan Application**

**Application for Education Loan:**

1. Click To select Education Loan in Workflow applications. Select Student Name, and fill all other details . Enter Payment schedule as per Educational Institute,Enter surety information & Scholarship details, if any.

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1. **Submit the Application**. Immediately after submission the application a **sequence number** will be auto-generated. Take Printout of Application and send it to HR Deptt along with other documents for further processing for approval.

**Accepting by HR Deptt**

1. From the accept Menu select Education Loan. Select the application which have been approved. Press accept Button.



