

REIMBURSEMENT OF TUITION FEES

1. Certified that the child/children mentioned below in respect of whom reimbursement of Tuition Fee is claimed is/are wholly dependent upon me:

Name of the child	Date of Birth	School in which studying	Class in which studying	Monthly Tuition Fee Actually Payable	Tuition fee actually paid from _____ to _____	Amount of reimbursement claimed
1	2	3	4	5	6	7

2. Certified that the tuition fees indicated against the child/each of the children had actually been paid by me vide certificate(s) from the institution(s) attached.
3. Certified that :-
- (i) My wife/husband is/is not a Government Servant.
 - (ii) My husband/wife is Govt.Servant but he/she will not claim reimbursement of tuition fee in respect of our child /children.
 - (iii) My husband/Wife is employed in _____
He/She is/is not entitled to reimbursement of tuition fee in respect of our child/children
4. Certified that during the period covered by this claim, the child/children attended the school(s) regularly and did not absent himself/herself/themselves from the School(s) without proper leave for a period exceeding one month.
5. Certified that the child/children mentioned has/have not claimed and will not claim the Children Education Allowance in respect of the children mentioned above.
6. Certified that the child/children mentioned has/have not been studying in the same class for more than two years.
7. In the even of any change in the particulars given above which affect the eligibility for reimbursement of tuition fees, I undertake to intimate the amount promptly and also to refund excess payment if any, made.

Dated :

(Signature of the Govt. Servant)

Name in block letters:

Designation :

ANNEXURE

NAME AND LOCATION OF THE INSTITUTE

School/College :

Certified that Shri/Miss _____ son/daughter of Sh/Smt. _____ studying in _____ class since _____. He/She is not in receipt of scholarship of Rs. _____ per month for the period from _____ to _____ as per detail given below:

1. Tuition Fees Rs. _____ per month
2. Science Fees Rs. _____ per month
3. Music Fees Rs. _____ per month
4. Rs. _____ per month

It is also certified that _____ School/College is recognized by the education authorities of _____ state and Regn. No. is _____.

Dated:

Principal/Head Master/Head Mistress