

## 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