REIMBURSEMENT OF TUITION FEE

1. Certified that the child / children mentioned below in respect of whom reimbursement of tuition fee is claimed are wholly dependent on me:

Name of the child	Date of birth	School	Class in which studying	Monthly tuition fee actually payable	Tuition fee actually paid from July……… to June………	Amount of reimbursement claimed

2. Certified that the tuition fee indicated against the child / each of the children had actually been paid by me *(cash receipts / counter-foils of the Bank credit vouchers enclosed).*

3. Certified that:

(i) my wife / husband is not a Government servant

(ii) my wife / husband is also a Government servant but she / he will not claim reimbursement of tuition fee in respect of our children.

(iii) my wife / husband is employed with ………………………… and she / he 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 been studying in the same class for more than two years.

6. Certified that I or my wife / husband has not claimed and will not claim the children's educational allowance in respect of the child / children mentioned.

7. Certified that my child / children in respect of whom reimbursement of tuition fee is claimed are studying in school(s) which are recognized school(s).
(not applicable to schools run by run by Central Government / State Government administration / Municipal Corporation / Municipal Committee / Panchayat Samati / Zilla Parishad.)

8. In the event of any change in the particulars above which affect my eligibility for reimbursement of tuition fees, I undertake to intimate the same promptly and also refund excess payments, if any, made.

(Signature of the Govt. servant)
Name :

Date: Designation:

CERTIFICATE

Certified that …………………………... son/ daughter of Mr/ Mrs…………………………. is a student of this Institution from the academic year ……………………… and is at present studying Class …..

Also certified that this Institution is recognized by the …………………………………...

Place: Signature of the Principal
Date :   with seal