



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/P/

Date.....

REIMBURSEMENT OF TUITION FEE

.....School/College
(Name and Address of the School/College/Institution)

This is to certify that Mr/Ms.....Son/Daughter of
Mr.....and
Ms.....passed out from Class
.....in..... He/She has paid Tuition Fees for
the period fromto.....as per details given here under :-

1. Tuition Fees Rs.....
2. Science Fees Rs.....
3. Music Fees Rs.....
4. Other Fees Rs.....

It is further certified that Mr/Ms.....is at present a
student of class.....since.....and has paid Tuition Fees for
the Period from.....to..... as per details given here under :-

1. Tuition Fees Rs.....
2. Science Fees Rs.....
3. Music Fees Rs.....
4. Other Fees Rs.....

It is also certified that this is a School/College/Institution run by the Central Government/State
Government/Union Territory/Administration/Municipal Corporation/Municipal
Committee/Panchayat Samiti/Zila Parishad and is recognized by the Education Authorities of
.....State/Union Territory/Administration.

**Signature of the Principal/Head of the School/College/ Institution
with Official Stamp**

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(UNIVERSITY OF DELHI)**

REIMBURSEMENT OF TUITION FEE

(To be submitted duly filled in and signed by the College Staff)

This is to certify that the **Child as per details given here under in respect of whom reimbursement of Tuition Fee is claimed is wholly dependant** upon me:-

- 1. Name of the Child ::
- 2. Date of Birth ::
- 3. Name of the School/College ::
- 4. Course/Class of Study ::
- 5. Academic Year ::
- 6. Monthly Tuition Fee actually payable ::
- 7. Tuition Fee paid from.....to..... ::
- 8. Amount of reimbursement claimed (in Rs) ::

It is further certified that:-

- a) The Tuition Fee indicated against my Child had actually been paid by vide certificate (s) issued from the Institution (s) attached.
- b) My Wife/Husband is not a Central Government Servant.
- c) My Wife/Husband is a Central Government Servant and he/she will not claim reimbursement of Tuition Fee in respect of my/our Child/Children mentioned above.

It is also certified that:-

- a) During the period covered by this claim, my/our Child/Children attended the School (s) regularly and did not absent himself/herself/themselves from the School/College without proper leave period of exceeding one day.
- b) I or my Wife/Husband have not claimed and will not claim the Children's Educational Allowance in respect of the Children mentioned above.
- c) In the event of any change in the particulars given above which effect my eligibility for reimbursement of Tuition Fees, I hereby undertake to intimate the same promptly and also to refund excess payment, if any, made.

Signature of the Employee ::

Name of the Employee ::

Date of submission ::