

**FORM AC. 21**  
**REIMBURSEMENT OF TUITION FEE**

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	Amount of reimbursement claimed

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 attached:

3. Certified that:

- i) My wife/husband is/is not a Central Govt. servant,
- ii) My wife/husband is a Central Govt. servant; but she/he will not claim reimbursement of our child/children;
- iii) My wife/husband is employed with \* \_\_\_\_\_ she/he 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 been studying in the same class for more than 2 years.

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

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

***(Signature of the employee)***

**Name in block letters** \_\_\_\_\_

**Designation & Office** \_\_\_\_\_

**Employee Number** \_\_\_\_\_

Date:

(Strike out which is not applicable)

\* Employer other than Central govt. to be mentioned

Note: Attach form of certificate to be furnished by the Head of the School along with this certificate

