

APPLICATION FORM FOR REIMBURSEMENT OF TUITION FEES

(2015-16)

Closing Date: -20/09/2015

<u>For Office use only</u>		
OK	PENDING	(a) Residence Proof (b) Caste Certificate (c) Income Certificate (d) Mark sheet of previous class(VI to XII) with attendance Proof verified by School (e) Fee Receipt (April 2015- To -March 2016) (f) Bank Details of Student(AC/No & MICR Code)
Total Fees Claimed		
Total Fees Admissible		

For Students use only

Documents to be attached with the application:-

1. Self Attested copy of Ration Card/Epic/AadhaarNo./Land Line telephone Bill of MTNL/Driving License issued by GNCTD and Domicile Certificate issued by SDM Delhi/PassBook of Nationalize Bank is also required.
2. Self Attested copy of Caste Certificate issued in the Name of Students/Father (in respect of SC/ST/OBC) & Affidavit (in Non-Judicial Stamp Paper of Rs.10/- with court fee stamp of Rs 5/-) (in respect of Minority Students) by Parent/Guardian declaring his son/daughter belongs to particular Minority Community along with three year Residence Proof.
3. Self Attested copy of Income certificate duly issued from SDM concerned, GNCTD (for parent/guardian engaged in Private Job/Service)/Salary Slip (in case of Govt. Servants). Income Certificate is required for the Current financial year.
4. Self Attested copy of previous class mark sheet with attendance (From 5th class to 12th Class only)
5. Details of Student's Bankaccount with MICR no. duly verified by concerned bank authority.
6. Original Fees receipt.

Name & Address of the school _____

Particulars of the students:

(1) SL. No.	(2) Name of the Student	(3) Date of Birth of the Student	(4) Father/Guardian's Name	(5) Whether SC/ST/OBC/MIN	(6) Yearly family income

Address & Telephone Number:-

House No:- _____, Street No.:- _____,
 Mohalla/Locality:- _____, City/Village:- _____
 Landmark:- _____, State:- _____
 Pin Code:- [][][][][][][][][][][][][][][][][] Mobile/Phone No.:- []

(7) Class in which Presently studying	(8) Previous class passed/year	(9) % of marks in the previous class passed(Class VI to XII) (Copy of Report Card to be attached)	(10) % of attendance in the previous class passed (forstudents of class 6 onwards)

Signature with seal of the Principal/Head of School

(11)	(12)	(13)	(14)	(15)	(16)	(17)
Tuition Fee	Sports Fee	Science Fee	Lab Fee	Admission Fee	Co-curricular Fee	Other compulsory non-refundable fee if any, pl. specify
(Original Receipt with item wise details to be attached)						

I hereby declare that the particulars given above are true and correct.

Signature of Parent/Guardian

Certificate by the School

1. Certified that the above particulars are verified from the office record of the School.
2. Certified that the school is **Recognized/Affiliated vide No.**_____.
3. Certified that the above student is not a repeater in the same class and his attendance in the previous year was more than **80%** wherever applicable.
4. Certified that the above student is not covered under **20% quota** meant for poor families as per latest prescribed regulations set by the Directorate of Education, Govt. of NCT of Delhi in this regard.

Signature with seal of the Principal/Head of School

Note:

1. Parents are requested to provide the complete details of the attesting officer such as Name, Designation & Address and Telephone Number.
2. Students and their Parents/Guardians are advised to apply in the format given above through their respective school Principals/Head Masters immediately latest by 20th September 2015 who would forward the consolidated statements and application forms to this department immediately.
3. For reimbursement of tuition fees for the subsequent periods in current financial year Student/Parent/Guardian should submit photo copy of receipt of application form and original fee receipts in the Office/School before 15th January, 2016 for the current financial year.
4. Applicant and form attesting authority/school authority, who gives false and fabricated document/information will be prosecuted.

ELECTRONIC CLEARING SERVICE

(CREDIT CLEARING)

Student Bank Account Form
(To be filled and attested by Bank/Branch)

1. **Name of Account Holder:** _____
(Should be same as in School Records)

2. **ECS Account No.:**

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(Account for ECS Purpose)

3. **Type of Account:** Saving Current

4. **Name of Bank:** _____

5. **Branch Name & Address:** _____

6. **Branch Contact No.:** _____

7. **MICR No.:**

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8. **IFSC Code:**

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Remarks, if any _____

- **Nationalized Bank only may be considered.**

(Bank Seal)

(Signature of Bank Authority)

Kindly Enclosed Photocopy of First page of Passbook with MICR number