



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE (Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

(FORM NO. 2)

PARA NO. 26

(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:

S. NO.	DATE OF BIRTH	SCHOOL IN WHICH STUDYING	CLASS IN WHICH STUDYING	TUITION FEE ACTUAL PAID FROM	PERIOD OF REIMBURSEMENT CLAIMED FROM & TO	AMOUNT OF REIMBURSEMENT
I	II	III	IV	V	VI	VII

2. CERTIFIED THAT THE TUITION FEES INDICATED AGAINST THE CHILD / EACH OF THE CHILDREN HAD ACTUALLY BEEN PAID BY ME VIDE CERTIFICATE FROM THE INSTITUTION/S ATTACHED.
3. CERTIFIED THAT:
- MY WIFE / HUSBAND IS NOT A CENTRAL GOVERNMENT SERVANT.
 - MY WIFE / HUSBAND IS A CENTRAL GOVERNMENT SERVANT BUT SHE / HE WILL NOT CLAIM REIMBURSEMENT OF TUITION FEE IN RESPECT OF OUR CHILD / CHILDREN.
 - MY WIFE / HUSBAND IS EMPLOYED WITH _____ SHE / HE IS NOT ENTITLED TO REIMBURSEMENT OF TUITION FEES 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 OF 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 HAVE HAS NOT CLAIMED AND WILL NOT CLAIM THE CHILDREN'S EDUCATIONAL ALLOWANCE IN RESPECT OF THE CHILD/CHILDREN MENTIONED ABOVE.

7. IN THE EVENT OF ANY CHANGE IN THE PARTICULARS GIVEN ABOVE WHICH EFFECT MY ELIGIBILITY FOR REIMBURSEMENT OF TUITION FEES, I UNDERTAKE TO INTIMATE THE SAME PROMPTLY AND ALSO TO REFUND EXCESS PAYMENTS, IF ANY, MADE.

SIGNATURE_____

NAME_____

DESIGNATION _____

OFFICER_____

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ACKNOWLEDGEMENT
(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Finance Division)