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APPLICATION CLAIMING TUITION FEE

To,

_____

_____

_____

Subject: **Reimbursement of Tuition Fee.**

Dear Sir,

I have paid a sum of Rs. _____ on account of tuition fee of my Son / Daughter mentioned below, for the period _____ year _____. It is requested that the amount may be reimbursed to me.

Name of Son / Daughter:	
Class in which studying:	
Name & Address of School /College/University:	
Date of Payment:	
Receipt No: (Original Receipt Attached)	

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Note: It may be noted that the receipts provided by employee can be verified from school authorities. Strict disciplinary action will be taken against the false receipts. Receipts without telephone number of school and concerned person will not be entertained in future.