

Ref: AEES/ACCTS/Fee/2004/ 10313

January 28, 2004.

Instances have come to the notice of this office that no uniform procedure is followed by the schools in refunding the fee to the students/parents on cancellation of admission.

The following guidelines will be followed in all schools/Junior Colleges from the academic year 2004-05 onwards:

1. If an employee is transferred from one DAE unit to another DAE unit where AEC Schools are established, transfer certificate indicating the month up to which the student has paid the fee may be issued along with a certificate of fee (Format of certificate enclosed).

Deposit made towards Lab. & Library be refunded in full to the students/parents at the time of issue of transfer certificate. The prescribed formats for refund of deposits are enclosed.

Readmission fee/other fee (if due), fee for the remaining period and deposit for Lab. & Library be collected at the new centre.

2. Where the cancellation of admission is sought on other grounds, such as admission in professional courses/non-AEC Schools etc., the procedure is given hereunder.

The following fee will be retained in Society a/c till the month in which the parent has requested for cancellation of admission/till the student has attended the class (whichever is later); and the balance fee be refunded on pro-rata basis

1. Tuition fee
2. Term fee
3. Science fee
4. Vocational Course fee
5. Pupils' fund fee
6. School fund
7. Computer fee
8. Fees for Information technology course

The following fee may not be refunded on cancellation of admission.

1. Admission fee
2. Application fee

The following deposits/fees may be refunded in full:

1. Lab. deposit.
2. Library deposit.
3. Examination fee.
4. Identity card fee (If the card has not been issued)

PROCEDURE FOR REFUND OF FEE:

1. Student desirous of cancelling admission/taking transfer certificate should be asked to apply in the prescribed form (specimen enclosed) in duplicate giving all the relevant information and particulars. The application for cancellation of admission/refund of deposits should invariably be signed by the parent/guardian/student. Original receipt should be attached to the application.
2. After receipt of application, School/College Office will scrutinise the particulars with reference to the original application for admission and prepare a memo for cancellation of admission/refund of deposits in the prescribed form (specimen enclosed) in triplicate and put up the application along with memo to the Principal for his/her certification about the amount of fees on various accounts to be deducted (The original receipt may be attached to the application).
3. Second copy of application along with triplicate copy of memo for cancellation of admission/refund of deposits should be attached to the original application for admission after making suitable entries in the Admission Register and all other records of the school.


Bill for refund of fees/deposits may be prepared separately for Pupils' fund, School fund a/c and Society a/c and forwarded to the concerned school/central office respectively along with original receipt for arranging refund.

The proformas to be used by the schools/college on cancellation of admission/issue of transfer certificate are enclosed for implementation.

1. Application for cancellation of admission and refund of deposits to be submitted by the student /parent/guardian.
2. Processing sheet (Memo) to be used by School office for cancellation of admission/refund of deposits.
3. Certificate of fee to be issued along with transfer certificate.

In case of doubt, the matter may be referred to Central Office.

Past cases that have already been settled need not be re-opened.

  
 (A.S. VERMA)  
 Chief Admn. Officer

Encl: a.a.

All Heads of Schools/JC \_\_\_\_\_

All section heads in Central Office.

Cc: All Chairman, LMC, AECS/JC \_\_\_\_\_.



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(To be submitted in duplicate)

APPLICATION FOR SEEKING CANCELLATION OF ADMISSION AND REFUND OF FEES

1. Name of the student in full : \_\_\_\_\_  
(In capital letters and as per school records)
  2. Parent/guardian's name : \_\_\_\_\_
  3. Address in full with pincode No. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Class/section : \_\_\_\_\_
  5. Date of admission : \_\_\_\_\_
  6. Amount of fee paid : a) Application fee : Rs. \_\_\_\_\_  
b) Admission fee : Rs. \_\_\_\_\_  
c) Tuition fee : Rs. \_\_\_\_\_  
d) Term fee : Rs. \_\_\_\_\_  
e) Science fee : Rs. \_\_\_\_\_  
f) Vocational fee : Rs. \_\_\_\_\_  
g) Pupils' fund : Rs. \_\_\_\_\_  
h) School fund : Rs. \_\_\_\_\_  
i) Computer fee : Rs. \_\_\_\_\_  
j) IT Course fee : Rs. \_\_\_\_\_  
k) Lab deposit : Rs. \_\_\_\_\_  
l) Library deposit : Rs. \_\_\_\_\_  
m) Exam. fee : Rs. \_\_\_\_\_  
n) I. card fee : Rs. \_\_\_\_\_  
o) Any other fee : \_\_\_\_\_  
=====
- TOTAL : Rs. \_\_\_\_\_  
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7. Date from which ceased to be on the roll of AECS/Junior College : \_\_\_\_\_
  8. Detailed reasons for seeking cancellation of admission (Enclose separate sheet, if necessary) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
  9. Any other information : \_\_\_\_\_

I request for the refund of fees, due and admissible.

I enclose herewith the original receipt No. \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
(Signature of the parent/guardian/student)

Encl: Fee receipt(s).

To  
The Principal

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MEMO FOR CANCELLATION OF ADMISSION

Date : \_\_\_\_\_

1. Full name of the student : \_\_\_\_\_
2. Admission No. \_\_\_\_\_ 3. Class in which studied : \_\_\_\_\_
4. Date of Admission : \_\_\_\_\_ 5. Date of application for cancellation : \_\_\_\_\_
6. Reasons for cancellation : \_\_\_\_\_  
 \_\_\_\_\_
7. Date & receipt no. against which the amount was paid : \_\_\_\_\_

8. Amount paid

- a) Application fee : Rs. \_\_\_\_\_  
 b) Admission fee : Rs. \_\_\_\_\_  
 c) Tuition fee : Rs. \_\_\_\_\_  
 d) Term fee : Rs. \_\_\_\_\_  
 e) Science fee : Rs. \_\_\_\_\_  
 f) Vocational fee : Rs. \_\_\_\_\_  
 g) Pupils' fund : Rs. \_\_\_\_\_  
 h) School fund : Rs. \_\_\_\_\_  
 i) Computer fee : Rs. \_\_\_\_\_  
 j) IT Course fee : Rs. \_\_\_\_\_  
 k) Lab deposit : Rs. \_\_\_\_\_  
 l) Library deposit : Rs. \_\_\_\_\_  
 m) Exam. fee : Rs. \_\_\_\_\_  
 n) I.card fee : Rs. \_\_\_\_\_  
 o) Any other fee : \_\_\_\_\_  
 =====  
 TOTAL : Rs. \_\_\_\_\_  
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9. Amount to be deducted

- a) Application fee : Rs. \_\_\_\_\_  
 b) Admission fee : Rs. \_\_\_\_\_  
 c) Tuition fee : Rs. \_\_\_\_\_  
 d) Term fee : Rs. \_\_\_\_\_  
 e) Science fee : Rs. \_\_\_\_\_  
 f) Vocational fee : Rs. \_\_\_\_\_  
 g) Pupils' fund : Rs. \_\_\_\_\_  
 h) School fund : Rs. \_\_\_\_\_  
 i) Computer fee : Rs. \_\_\_\_\_  
 j) IT Course fee : Rs. \_\_\_\_\_  
 k) Lab deposit : Rs. \_\_\_\_\_  
 l) Library deposit : Rs. \_\_\_\_\_  
 m) Exam. fee : Rs. \_\_\_\_\_  
 n) I.card fee : Rs. \_\_\_\_\_  
 o) Any other fee : \_\_\_\_\_  
 =====  
 TOTAL : Rs. \_\_\_\_\_  
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10. Total amount to be refunded Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).

