



परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

**ATOMIC ENERGY EDUCATION SOCIETY**

(An Autonomous Body under Department of Atomic Energy, Govt. of India)

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AEES/P&C/TF-PUVVN REFUND/2015-16/C-476

23<sup>rd</sup> November , 2015

Sub : Refund of Tuition fee and PUVVN fee collected at revised rates in first term by all AEC Schools/ Junior Colleges for the Academic Year 2015-16-reg.

Governing Council of AEES in its 166<sup>th</sup> meeting held on 16.10.2015 have discussed the issue regarding revision of Fees keeping in view the directives of the Department issued vide their letters dated 2nd June 2015 and 6<sup>th</sup> August 2015 and also taking into account the various representations received from the parents seeking refund of excess fee collected by AEC Schools and Junior Colleges at the beginning of this Academic Year. Council noted that Department have advised AEES on 2<sup>nd</sup> June 2015 that the fees already paid at higher rates by the students will be adjusted against future dues. However, Governing Council taking into account the request of parents and after having a detailed discussion has expressed its opinion that the Tuition fee and PUVVN fee collected at higher rates be refunded to the parents concerned within this financial year itself subject to **observation of uniform guidelines** by all Heads of AEC Schools and Junior Colleges.

In compliance with the said directives of Governing Council, Heads of AEC Schools and Junior Colleges are requested to refund the said excess fee to those students by observing the guidelines as detailed below:

**A) Procedure to be followed for refund of excess fee against submission of original receipt:**

1. All Heads of AEC Schools/Junior Colleges are requested to identify the number of such cases who have paid the fee at higher rates at the beginning of this academic year in respect of their wards and are entitled to get refund of the excess amount of fee.
2. The original receipts from all students will be collected by the schools on or before 30<sup>th</sup> November 2015 and kept in their custody for cancellation and issue of fresh receipts.
3. While working out the amount to be refunded to the parents, the concessions which were allowed prior to 01.4.2015 to SC/ST students, single girl and double girl students, etc shall be taken into account. After extending all such concessions to respective students as per their entitlement, a detailed class wise list of students shall be prepared

