

SCOTTISH PUBLIC SCHOOL

Affiliated to C.B.S.E., New Delhi
RAJOKHAR, ARARIA
Phone : 06453-224809, 9431250736

REGISTRATION CUM ADMISSION FORM

No. 1053

To
The Principal
Dear Sir

I request the favour of your kind permission to admit my daughter/son/ward.....
in std..... I agree to abide by the rules and regulations of the School at all time. I also promise to remit
 Tuition fee and other charges in four instalments every session latest by the 10th day of April, July, October & January.
 Yours Faithfully

Yours Faithfully

Signature of Parent/Guardian

[illegible]

ADMISSION SLIP

(TO BE SUBMITTED TO THE CLASS TEACHER)

[illegible]

REGISTRATION SLIP

(TO BE PRESENTED ON THE DAY OF TEST)

[illegible]

Sign. of Receiving Authority

DECLARATION

1. I/We hereby undertake not to withdraw the child during the academic session, it is clearly understood by that all fees and other charges paid in advance are totally non-refundable and non-adjustable. I/We undertake to fully abide by all rules and regulations of the school as amended from time to time. In all matters of interpretation the decision of the School Management Committee shall be final and binding upon us.
2. I/We hereby undertake that in case of expulsion of the child arising due to disciplinary action, misconduct, medical or other grounds, no legal suit/claim/damage/compensation shall be filed by us nor shall it be sustainable with any authority. In case of child leaves the school at our own request, I/We shall not claim any refund under any circumstances.
3. I agree to pay school fees for the full term assuming the fact that in no case, the money paid for the Term will be refunded.
4. My ward is mentally sound & physically fit and is being admitted solely for the reason of studies and learning moral values. In case he runs away from the School without informing the authority concerned, the school can't be held responsible for the same

Signature of Father

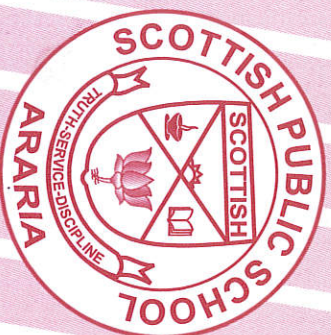
Signature of Mother

Signature of Guardian

Postcard size
horizontal Photograph
of the
Child with his/her parent

(DOCUMENTS SUBMITTED)

1. Transfer Certificate (Original)
2. Character Certificate (Original)
3. Date of Birth Certificate (Xerox)
4. Mark sheet of Previous Exam. (Xerox)
5. Migration Certificate (Original) (Applicable for XI-In case of other Board than CBSE)



RULES FOR THE HOSTELLER

1. Hostellers are directed to report the hostel one day before the opening of the school, failing to which fifty rupees (50/-) per day will be charged as a penalty.
2. If the boarders remain absent for more than 7 days without any prior written information, then will have to submit medical certificate along with day wise penalty.
3. Under no circumstances, the hostel boarders are allowed to go home during the school working days without prior written information submitted 15 days before Leave for more than week will not be granted during school working day.
4. Guardians are intimated to visit their wards with the hostel card issued by the school authority, only on Sunday of the month. Outing with the ward/wards in allowed only on Sunday of the month, provided they have to report the hospital before 5 p.m.
5. Guardians are allowed for 3 minutes telephonic talk with their wards only on.
6. Guardians are requested to meet their wards only in the common room. They are in no condition permitted to enter the hostel.
Personal Visit From 9 AM to 5 PM (Every Sunday)
7. Telephonic Interaction From 9AM to 12 Noon (Every Sunday 40 minutes only)
Guardians are requested to deposit the monthly fees of their wards in advance on or before the 2nd Sunday of every month, On failing, ten rupees for each day will be fined as a delay charge.
8. Guardians willing to discontinue the study of their ward/wards in the hostel during mid session will have to deposit the hostel fees for the next three months which will automatically mean leaving the school. The name of their ward/wards will be struck of from the school register, after ward, no inquiry or repentance will be entertained.
9. Guardians are requested not to provide any valuable things, electronic gadgets, ornaments or pocket money to the wards otherwise the hostel authority will not entertain any mishap.
10. The hostel management is committed to care for the wards general health but in case of any major medical care or immediate treatment, guardians are entitled to bear the medical expenses that the hostel management provides.
11. Guardians are intimated to fulfil the academic needs of their wards (Books, Note Books, Dresses, Pen etc.) on time for their smooth academic performance.
12. The hostel management holds 'Parents Meet' twice a year in which parents participation is a must to judge the performance of the ward.
13. Guardians can consult or visit the hon'ble Director/Principal on the last Sunday from 10 am to 2pm.

Signature of Father

Signature of Mother

Signature of Guardian

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