

Admission No.

### STUDENT PARTICULARS

<u>For Office Use</u>	<u>Class</u>	Affix Colour Photograph Here
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<b>CHILD'S NAME (IN FULL BLOCK LETTER)</b>				
DATE OF BIRTH	PLACE OF BIRTH	SEX	BLOOD GROUP	
NAME OF FATHER/GUARDIAN			NAME OF MOTHER	
NATIONALITY	MOTHER TONGUE	RELIGION	CASTE	SUB CASTE
<b>PREVIOUS SCHOOL ATTENDED</b>				
SCHOOL		CITY	CLASS ON LEAVING	
<b>NUMBER OF SIBLINGS</b>				
NAME		AGE	SCHOOL	CLASS

I agree to see that the rules, regulation and discipline of the School are observed by my son/daughter/ward. I confirm having gone through the copy of the Rules & Regulations attached to this form and agree to abide by them.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Father

\_\_\_\_\_

Signature of Mother

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### PARTICULARS OF FATHER/ GUARDIAN

NAME :	
DATE OF BIRTH :	
ACADEMIC QUALIFICATION :	
OCCUPATION/ DESIGNATION :	
NAME OF ORGANISATION/ EMPLOYER :	
RESIDENTIAL ADDRESS :	
OFFICE ADDRESS :	
PHONE NUMBERS:	
RESIDENCE:	MOBILE:
OFFICE;	FAX:
E-MAIL ID:	
ANNUAL INCOME :	
GUARDIAN'S NAME :	
ADDRESS:	
CONTACT NUMBER	

**Relationship to applicant:**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Father

### **PARTICULARS OF MOTHER**

NAME :	
DATE OF BIRTH :	
ACADEMIC QUALIFICATION :	
OCCUPATION/ DESIGNATION :	
NAME OF ORGANISATION/ EMPLOYER :	
RESIDENTIAL ADDRESS :	
OFFICE ADDRESS :	
PHONE NUMBERS :	
RESIDENCE :	MOBILE :
OFFICE :	FAX :
E-MAIL ID :	
ANNUAL INCOME :	

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Mother

### MEDICAL ANNEXURE

Child's Name \_\_\_\_\_ Class \_\_\_\_\_ Section \_\_\_\_\_

I, \_\_\_\_\_ Father / Mother / Guardian of \_\_\_\_\_ who is presently admitted in class \_\_\_\_\_, give full consent to HMR INTERNATIONAL SCHOOL to help provide immediate medical treatment to my child in case of an accident leading to injury while in the premises of the School and I undertake full responsibility for such a goodwill gesture by the Child Centre. In case of allergy to any kind of medicine, please do mention,

a). \_\_\_\_\_

b). \_\_\_\_\_

My present address and contact details both for the office and residence are given below for any emergency contact.

	_____ Signature of Father/ Mother/ Guardian
RESIDENTIAL ADDRESS	OFFICE ADDRESS
_____	_____
_____	_____
_____	_____

CONTACT NUMBER:

MOBILE: \_\_\_\_\_

LANDLINE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

LANDLINE: \_\_\_\_\_



HMRG

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**FOR OFFICE USE ONLY**

- a) Application form duly filled  
& signed by both parents \_\_\_\_\_
- b) Particulars of Father/ Guardian \_\_\_\_\_
- c) Particulars of Mother \_\_\_\_\_
- d) Medical Annexure form duly filled \_\_\_\_\_
- e) Copy of the Birth Certificate  
(bearing child's name)  
received and verified with original \_\_\_\_\_
- f) Sign and Date \_\_\_\_\_

### **CHECK LIST FOR PARENTS**

- a) Duly filled application signed by both the parents
- b) Particulars of Father/ Guardian
- c) Particulars of Mother
- d) Duly filled Medical Annexure form
- e) Copy of the Birth Certificate bearing child's name  
(Original to be produced for verification)
- f) Five passport and one stamp size colour photos
- g) Transfer Certificate – original (to be submitted only after admission to the school)
- h) Copy of the academic report of last year (original to be produced for verification)

### **SCHOOL TIMINGS**

Grade I to Grade X : 8.30am to 3.30pm

HMR GYANAMANDIR : 8.30am to 1.30pm

(Timings subjected to change)

## **ADMISSIONS**

- Applications for admission are given in the school or can be downloaded from the school website
- Completion of the Application Form in full with relevant documents.
- Prior interaction with the candidate and his/her parents to understand the child's background and aptitude.
- The decision to provide admission will be based on this process and at the discretion of the school will be final and binding.
- Payment of the requisite fee, on acceptance.
- Fees once paid is not Refundable.

## **STUDENT ASSESSMENT**

- Class Tests.
- Assignments and Home works.
- Project and field work.
- Term tests and examination.
- Teacher's observation.

## DISCIPLINE

For the efficient functioning of the school, parents/guardians are expected to ensure that their wards conduct themselves in a good manner. However, the following requirements are binding.

- Punctuality and regular attendance are in the interest of the individual pupil. Hence 75% attendance is must for all the pupil.
- A fine of Rs. 250/- will be levied if the pupil fails to attend the school on the last day before vacations or on the reopening day after a vacation.
- Leave of absence has to be taken during the term for well – founded reasons. This should be done with the prior written permission of the Principal who may consider the reasons given.
- If a pupil is unable to attend school for medical reasons, the Principal shall be informed as soon as possible. If an infection or contagious disease is indicated, the pupil must be certified free of such disease by a registered medical practitioner before resuming the school.
- Parents should avoid visiting school during term time without prior permission of the Principal. Specifically, direct entry to any classroom or direct communication with any teacher during class hours is prohibited. In the event of an emergency, the Principal should be contacted.
- Parents must seek a day’s prior appointment to meet the class teacher during visiting hours.
- Parents are expected to ensure that pupil attend school in the prescribed uniform.
- On birthdays, pupils are permitted to distribute only sweets to their classmates or friends at school. Cakes or other food items are not permitted.
- The school is entitled to remove the name of the pupil from the rolls of the school if the conduct of such pupil is unsatisfactory in the opinion of the Principal and /or other members of the faculty.
- To attend Parent Teacher’s Meeting regularly.





## **FEE RULES**

- An academic year commences on the 1<sup>st</sup> June of a year and closes on the 31<sup>st</sup> of May of the following year.
- Fees for each term should be paid on or before the 10<sup>th</sup> of that indicated month respectively; failing to which, a fine of Rs.100/- will be levied for the first week. The fine will be increased by Rs. 100/- in every beginning of the week of delay.
- If the fee is outstanding till the last date of the year, the name of the pupil shall be removed from the register and will be Terminated. In such cases of termination ,the re-admission Process will commence only after clearance of existing dues.
- The fee structure of the school is subject to change from time to time at the discretion of the Management, which will be communicated to the parents.
- School fee do not include charges of Text books, note books, stationery, uniforms educational trips, fee of Board examination, extracurricular activities and other consumables.
- Fees Once paid will not be reimbursed under any Circumstance

## **MAINTENANCE AND DEVELOPMENT**

To enable the upkeep of the school grounds, campus and infrastructure development programmes, the maintenance and development fee in respect of the following academic year shall be paid along with the admission fees.

## **PROCEDURE FOR WITHDRAWAL FROM THE SCHOOL**

- The withdrawal form is to be collected from the school, duly filled up and submitted with the signature of both the parents.
- A pupil, who desires to withdraw from the school before the completion of the year, shall be liable to pay the fees for the entire year.
- Before pupil is withdrawn from the school all the dues should be paid and the school properties including library books shall be returned to the school.