

HMRIS

Admission No.

STUDENT PARTICULARS

Affix Colour Photograph Here	<u>Class</u>	<u>For Office Use</u>

CHILD'S NAME (IN FULL)			
DATE OF BIRTH	PLACE OF BIRTH	SEX	BLOOD GROUP
NAME OF FATHER/GUARDIAN		NAME OF MOTHER	
MOTHER TONGUE	NATIONALITY	RELIGION & CASTE	
PREVIOUS SCHOOL ATTENDED			
SCHOOL	CITY	CLASS ON LEAVING	
NUMBER OF SIBLINGS			
NAME	AGE	SCHOOL	CLASS

I agree to see that the rules, regulation and discipline of the Child Center 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

Admission No.

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PARTICULARS OF FATHER/ GUARDIAN

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

*** Relationship to applicant:**

_____ Date

_____ Signature of Father /Guardian

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Admission No.

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	

Date

Signature of Mother

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Form No.

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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 Child Center and I undertake full responsibility for such a goodwill gesture by the Child Center.

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

MOBILE/ TELEPHONE NUMBER:

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) Application form duly filled and signed by both the parents
- b) Particulars of Father
- c) Particulars of Mother
- d) Medical Annexure form duly filled
- e) Copy of the Birth Certificate bearing child's name
(original to be produced for verification)
- f) Two passport and one stamp size colour photo
- 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)

CLASS TIMINGS

I Std to X Std: 8.30am to 3.30pm

(Timings subjected to change)

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.

FEE RULES

- I. An academic year commences on the 1st June of a year and closes on the 31st of May of the following year.
- II. Fees for each term should be paid on or before the 10th of that term respectively, failing to which a fine of Rs. 100/- will be levied.
- III. If the fee is outstanding till the last date of that month, the name of the pupil shall be removed from the rolls. In such cases of termination, if the pupil desire re-admission to the school. The re- admission process will commence only after all outstanding fees are paid to the school.
- IV. The fee structure of the school is subjected to change from time to time at the discretion of the management, which will be communicated to the parents.
- V. School fees do not include charges of textbooks, notebooks, stationery uniform, excursions, educational trips, fees of Board Examination, extracurricular activities and other consumables.

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 January fees or by the end of February, failing which a fine of Rs. 100/- per month or thereof will be levied.

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.