



DELHI PUBLIC SCHOOL

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RUN and Managed by R.N. Singh Memorial Trust

Registration Form

Medical Form

Transportation Form

Procedures/Terms & Conditions

SESSION :

Name

Admission No. :

Class

Section

Address

.....

.....

Phone No.

Affix Photo here



DELHI PUBLIC SCHOOL

REGISTRATION FORM

☐ Day Scholar

Registration No.

Date

Admission No.

Photograph

ISSUE OF REGISTRATION FORM DOES NOT GUARANTEE ADMISSION
AS SEATS ARE LIMITED.

TO BE FILLED IN BLOCK LETTERS

Please register the name of my son/daughter /ward for the admission in your school.

- Admission sought to : Class
- Child's Name in full (Surname First)
- Date of Birth (In Words and in Figures) D M Y

 Years Months Days
- Nationality of Child Category OBC GEN SC ST
- Father's Name
 Occupation Designation Annual Income
 Organisation Name & Address

 Academic Qualification
 Phone (Office) (Residence) (Mobile No.)
- Mother's Name
 Occupation Designation Annual Income
 Organisation Name & Address

 Academic Qualification
 Phone (Office) (Residence) (Mobile No.)
- Guardian's Name
 Occupation Designation
 Organisation Name & Address

 Academic Qualification
 Phone (Office) (Residence) (Mobile No.)

8. a) Home Town State Country

Nearest Railway Station/Airport

b) Address : (Permanent)

PIN -

(Present)

PIN -

9. Details of any real brother or sister studying in RNS DPS :

	Name of the child	Admn. No.	Class/Sec	Remarks
1.
2.

Any other Information

Staff Child (Mention the name of the parent (s) working at RNS DPS)

If ? mention year of passing and Branch of RNS DPS

Signature of Father

Signature of Mother

N.B.

- At the time of admission, an attested copy of Municipal Birth Certificate or a Certificate from the School attended (as applicable).
- Six passport size photographs of student & two photos each of Father, Mother & Guardian will be submitted for school records.
- Other than Class Nursery, no admission is completed until Transfer Certificate in original from the last school is submitted.
- Name of previous school
 - Class in which he/she was studying in the last school
 - Position obtained in the last examination in the previous schoolout ofin the year
 - Medium of instruction in previous school (English/Hindi)
 - Proficiency in games/co-curricular/outstanding achievement (if any)
 - Certificate may be enclosed for proficiency in Games/Co-curricular/Outstanding Achievement (if any).
 - Details of marks obtained in the last annual exam (in %).



DELHI PUBLIC SCHOOL

Medical Form

[Use Capital Letters Only]

Admission No. _____

Please affix a recent
Colour photograph
of the child

Note : Please keep us information of changes in address and also any other information concerning the health of your child relevant to his/her care during school hours.

INFORMATION OF THE CHILD

Last Name _____

Gender : ☐ Male ☐ Female

Age : _____ Class _____

Father's Last Name _____

Mother's Last Name _____

Home Address _____

First Name _____

Date of Birth D _____ M _____ Y _____

Section _____

First Name _____

First Name _____

Phone (Residence) _____

Phone (Office) _____ Emergency / Mobile _____

MEDICAL INFORMATION

Blood Group : _____

Immunization Status (Attach Photocopy of Immunization Card)

BCG ☐ OPV ☐ DPT ☐ Booster for OPV ☐ Booster for DPT ☐

Measles ☐ MMR ☐ Typhoid ☐ Hepatitis-B ☐ Any Other ☐

Allergies if any to medicine and food _____

Birth History/History of major illness or disorder, if any : _____

Signature of
Father/Guardian

Signature of
Mother/Guardian

Signature of
Family Doctor (with seal)

Date : _____

Regn. No. _____

Tel. : _____



DELHI PUBLIC SCHOOL

Transportation Form

[Use Capital Letters Only]

Admission No. _____

Please affix a recent

We request that our son/daughter/ward whose particulars are given below may be permitted to use the school bus for his/her return journey between and RNS DPS w.e.f. in the event of his/her admission to the school.

LAND MARK STOPPAGE :-

INFORMATION OF THE CHILD

Last Name _____ First Name _____

Gender : ☐ Male ☐ Female

Date of Birth D M Y

Age : Class Section

Home Address

..... Phone (Residency)

Phone (Office) Emergency / Mobile

Declaration :

- (1) We undertake to pay the bus fee according to the rules in force from time to time. (11 months)
- (2) We understand that it would be our responsibility to drop and pick-up our child at/from the specified bus-stop.
- (3) We accept that the bus facility is extended to our ward at our own risk and responsibility.
- (4) We understand that our ward will be allowed to travel in the bus only seat is available on the route.
- (5) We have read and do hereby consent to the terms and conditions regarding transportation.

Signature of Father/Guardian

Signature of Mother/Guardian

Date :



DELHI PUBLIC SCHOOL

Procedure, Terms and Conditions

1. Registration procedures and Rules

- 1.1 Registration Forms are to be filled in and submitted to the School Office before the end of the Registration period.
- 1.2 Incomplete or illegible Registration Forms, without photographs will not be processed/accepted.
- 1.3 Dates for test/interviews/interaction will be given at the time of registration. The school authorities reserve the right to change the date and time of the interview.
- 1.4 Mere issue of form and registration does not imply admission, which is subject to the availability of seat and other procedures.
- 1.5 Photocopy of Birth Certificate issued by Municipal Corporation or concerned civic authority must accompany the Registration Form for Class Nursery. Photocopy of Report Card of the last exam passed must be attached with the Registration Form for Classes Prep & above. If the results have not been declared admission will be subject to submission of the document after the results and till such time all formalities are completed admission granted will be provisional only.
- 1.6 Age for admission to Class Nursery is 3 + years as on 1st April in the academic session in which admission is taken. Age should be properly specified on the forms.

2. Admission Procedure

2.1 Entrance Tests/Interviews :

- a) There will be a written test for students seeking admission, from Classes I and upwards. Only those candidates who clear the written test will be called for an interview.
- b) Results will be displayed on the notice board on the dates specified at the time of interview.

2.2 Admission Formalities :

- a) Candidates whose names are included in the list must pay the fee by the dates indicated on the list, otherwise admission will automatically stand cancelled.
- b) Parents are requested to carefully fill and submit the Registration Form, Transportation Form, Medical form at the time of payment of Fee. These Forms are enclosed in this booklet.
- c) The date of birth of the child is required to be supported by the Birth Certificate in original issued by the Municipal Corporation / Local Body as applicable, along with a certified Photostat copy thereof. An affidavit or any other evidence is not acceptable in place of Birth Certificate. It is to be attached with the Admission Form for classes Nursery & Prep. For Class I & above, Transfer Certificate is to be attached. For Class V & above, Transfer Certificate must be counter-signed by the concerned State Education Authority.
- d) The child will be granted the student Identity Card only after all Forms are duly filled and the admission formalities are completed.
- e) Parents are to report to the reception counter on the dates specified in the joining instructions, along with the student I-card. The ward will not be allowed to attend classes if the identity admission card is not produced.
- f) Your ward has to report in complete School Uniform, along with books and stationery as prescribed by the school. (Uniform, Books and Stationery are available at the school book/ uniform shop).

3. Refund of Fee

- 3.1 Fee once paid is NOT refundable for any reasons whatsoever.

4. Withdrawal Rules

- 4.1 Application for withdrawal is to be made on a prescribed proforma available in the School office. No child can be withdrawn till a written request from parents is put up. A one month notice period or one month notice fee is required for withdrawal.

- 4.2 Clearance must be obtained from the laboratory and library incharge before applying for withdrawal.
- 4.3 Transfer Certificate will be issued after one week of the receipt of the application and clearance of all dues.

5. Bus Rules

- 5.1 Request for using the school bus must be made at the beginning of the session i.e. April. No request will be entertained during mid-session.
- 5.2 It will be the sole responsibility of the parents to escort the pupil to and from the fixed bus stops. The bus facility is extended at the sole risk and responsibility of the parents.
- 5.3 Any suggestions or complaints should be reported to the transport in-charge. Parents are expected to treat the bus staff courteously. Do not give instructions to bus staff, driver or conductor.
- 5.4 The bus shall stop at the pre-decided stops only for picking up children. Those who are late will miss the bus at their own risk.
- 5.5 For security reasons, students who miss the bus from the assigned stop will not be picked up from any subsequent stop.
- 5.6 In case a Parent 1 Guardian is not present at the bus stop to pick up the child while being dropped back, the child will be driven back to the school.

6. Right of Alteration/Modification

- 6.1 Management reserves the right to modify, alter and/or include any other terms and conditions that may be deemed fit in the interest of the institution.

7. Medical Facility

- 7.1 The school has a well-equipped sick-bay to deal with any emergency.
- 7.2 The school provides facilities of First-Aid only.
- 7.3 The school cannot be held responsible for injury suffered by a child. No reimbursement of charges would be made towards any medical treatment.

8. Procedure For Fee Payment

- 8.1 Fee is charged Quarterly for every student.
- 8.2 (a) Fee at the time of admission is payable by Demand Draft/Pay-order in favour of RNS Delhi Public School.
- (b) The name of your ward, Class and registration no. should be written at the back of the Demand Draft 1 Pay-order.
- (c) Fee, thereafter, is payable by A/c payee cheque only at school office between 8.30 am to 1.00 pm.
- (d) The name of the child / class / section / admission no. should be written at the back of the cheque.
- (e) Those using the bus must ensure that the correct amount is filled in the fee cheque.

Quarterly fee is due for payment on 1st April, 1st July, 1st October and 1st January of every year. Last date of payment is **10th** of the first month of every quarter. A fine of Rs. 20/- per day shall be levied from the 16th of the month in which the school dues are to be paid till the end of the second month of that quarter.

In case where cheque is issued for any payment is dishonoured by Bank for reason of insufficient funds, a penalty of Rs. 300/- will be charged and if dishonoured due to any other reason a penalty equal to Rs. 200/- will be charged. The name of the child is liable to be struck off the rolls, if the fee is not paid by the last date of the said months.

Note : Only the Registration Form should be submitted at the time of Registration. Forms are required only after the child is granted admission.

Important Information

- * No Certificates/Testimonials are to be submitted along with any form unless specified.
- * This Form is only for Registration for Admission.
- * Kindly attach the Photocopy of Report Card of passed for Admission to Class 1 and above.

Disclaimer : All the above terms & conditions are subject to amendment from time to time as per the decision of the Management. The decision of the management shall be final in all matters pertaining to the admission process and policy matters of the school.