ISSUE OF APPLICATION FORM DOES NOT IMPLY ADMISSION AS SEATS ARE LIMITED.

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

CHILD’S DETAIL

Admission sought to class. ....................................................................................................................

Name in Full (Block Letters). ....................................................................................................................

Date of Birth (in words). ............................................................................................................................

Age as on 31st March 20. .........................................................................................................................

Nationality ................................................. Nationality .................................................. Mother Tongue. ..........................................................

Sex  M □  F □  SC/ST  YES □  NO □

Religion ..............................................................................................................................................

Category ..............................................................................................................................................

DETAILS OF PREVIOUS SCHOOL/PRE-SCHOOL ATTENDED

Name of the School. .................................................................................................................................

Address. ..................................................................................................................................................

MEDICAL INFORMATION

Blood Group .............................................. Height .......................................................... Weight ..............................................

Does the child have some special needs  YES □  NO □

If Yes, give details. .................................................................................................................................

Any other ailment. .................................................................................................................................
# Parent's Details

Father's Name (Block Letters) ..................................................................................................................
Qualification (Starting from 10th standard) .................................................................................................

<table>
<thead>
<tr>
<th>Course</th>
<th>University/Board</th>
<th>Division</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Father's Salary (monthly) ........................................... Designation ..........................................
Company Name .................................................................................................................................

Mother's Name (Block Letters) ...........................................................................................................
Qualification (Starting from 10th standard) ...........................................................................................

<table>
<thead>
<tr>
<th>Course</th>
<th>University/Board</th>
<th>Division</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mother's Salary (Monthly) ........................................... Designation ..........................................
Company Name .................................................................................................................................
Home Town .......................................................... State ...........................................................
Permanent Home Address ......................................................... ..................................................
........................................................................................................................................................
........................................................................................................................................................
Phone No (R) ........................................................................................................................................

Office Address ......................................................................................................................................
........................................................................................................................................................
Phone No .............................................................................................................................................

Details of the contact person in case of Emergency
Name ........................................ Relationship ........................................... Number ....................................
ADDITIONAL INFORMATION

DAY BOARDING facility required  YES ☐ NO ☐
MID DAY MEAL required (only for Nursery Wing)  YES ☐ NO ☐
SCHOOL TRANSPORT required  YES ☐ NO ☐

CORE CATEGORIES
Religious/Linguistic Minority  YES ☐ NO ☐
Economically Weaker Section  YES ☐ NO ☐
Socially Disadvantaged Section  YES ☐ NO ☐
Is the Admission sought under seat reserved for ECONOMICALLY WEAKER SECTION.  YES ☐ NO ☐
If YES, total Income of Parents Rs. .................................................................

Details of Single Parent (Tick whichever is applicable)
Divorced ☐ Widow ☐ Widower ☐ Unmarried ☐

Transferable Job
Father  YES ☐ NO ☐
Mother  YES ☐ NO ☐

Girl Child
(Is the child for whom admission sought, your only girl child)  YES ☐ NO ☐

Whether Defence/Police Personnel  YES ☐ NO ☐
If YES please give the name of Organisation ...........................................................

Sibling
Tick the appropriate  YES ☐ NO ☐

Particulars of all real brothers/sisters.
Name of the child  Age  Class/Section  School Branch
........................................  ........  ................................................

School Alumni (Tick the appropriate)
Father  YES ☐ NO ☐
Mother  YES ☐ NO ☐
1. I hereby certify that the Date of Birth & spelling of the name of my child/ward given in the form are correct to the best of my knowledge and I shall not make any request for change.
2. I hereby certify that I will not claim for the caution money paid by me for a period of one year after my ward leaves the school. The amount may be treated as donation to the school and my right over the refund of this amount will stand relinquished by me.
3. I understand that rendering false or misleading information or withholding correct information may disqualify the child for admission/education at this school.
4. I certify that I am bonafide Guardian of the child.
5. The rules and regulations relating to fees are as follows:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Fee Category</th>
<th>Last date of Payment</th>
<th>Schedule of Payment</th>
<th>Fee Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition Fee</td>
<td>7th of every quarter</td>
<td>Quarterly</td>
<td>Rs 10/- per day per child</td>
</tr>
<tr>
<td>2</td>
<td>Transport Fee</td>
<td>7th of every quarter</td>
<td>Quarterly</td>
<td>Rs 10/- per day per child</td>
</tr>
<tr>
<td>3</td>
<td>Day Boarding Fee</td>
<td>7th of every quarter</td>
<td>Quarterly</td>
<td>Rs 10/- per day per child</td>
</tr>
<tr>
<td>4</td>
<td>Mid-day Meal</td>
<td>7th of every quarter</td>
<td>Quarterly</td>
<td>Rs 10/- per day per child</td>
</tr>
</tbody>
</table>

6. In case of late submission of fee from last date of payment, no request to waive off the fine will be considered under any circumstances.
7. I have made careful note of various details regarding the payment of school fees. I have made satisfactory arrangement for the remittance of school fees within due dates without waiting for reminder from the school. I will pay the school fee through crossed Cheques/Drafts/Cash in favour of Richmond Global School, Paschim Vihar as per rules.
8. In case of foreign nationals, the following documents need to be submitted at the time of Registration:
   a) Copy of Residence Proof  
   b) Copy of Passport  
   c) Copy of Student Visa  
   d) A letter from the Embassy stating the details of the child's parents/guardian under whose custody the child will be in.
9. School schedule, timings and holidays may be changed as per the convenience of the academic programmes from time to time.
10. All students must come to school in uniform. Wearing religious dress is not allowed. Violation of this rule will be seriously viewed.
11. No student is allowed to go during the class hours.
12. Irregular attendance, habitual idleness, negligence of home work, disobedience of and disrespect towards teachers and other reprehensible behavior may entail dismissal from school. Students are responsible to the institution's administration for the conduct both in and outside the school.
13. Withdrawal:
   a) Parents wishing to withdraw their child must give three calendar months notice in writing.
   b) Such notice should be given in writing and addressed to the principal.
   c) In case of withdrawal, fee pertaining to the quarter falling in the notice period shall be payable by the student.
   d) If the school expels a student for behavioural issues the fee will charged for the quarter in which the withdrawal takes place.
   e) In case I decide to withdraw my child and he or she has not attended the school for a single day after admission formalities are completed, no amount will be refunded except the caution money of Rs 500.
14. Parents should caution their ward not to involve in any unwanted matter out of the campus. The management will not be responsible for any mishap that takes place in such case.
15. Strict discipline should be maintained in the classroom, dining hall, canteen, recreation room and library as well as during study hours.
16. Students causing any inconvenience in the campus shall be punished by canceling his/her admissions.
17. Parents are not allowed to interfere in the administrative affairs of the school. However, they can directly discuss with
    the Principal/Director, incase of any problem.
18. Any damage caused by the students to the institution’s property will be recovered from the student itself.
19. Transport facility is available on a first come first served basis. Parents who wish to avail bus facility have to fill up the
    Transport Requisition Form available at the reception. Transport Indiscipline of the students of any kind will not be
tolerated and shall result in termination of the bus service immediately.
a) It is expected that children arrive at the stop at least 10 minutes before scheduled time to avoid delays. Under no
   circumstances will the bus wait for a late comer.
b) Students leaving off a main route are expected to reach a convenient pick up point on the main route.
c) As a rule the routes will be planned in order to provide maximum convenience, however routes cannot be always
   customized as per requirement.
d) Transport fee depends on the distance and fee slabs have been accordingly worked out. Incase of change of residential
   address/bus stop/ change in route; kindly intimate the school in writing and in advance. Please note that the school
   may take one month time for any such change/implementation. Parents/Guardian are requested to carry the school’s
   authorization I-card issued at the pick up and drop points everyday for security reasons. Cost of any damage to
   cushions, covers, curtain or any other fitting, fixtures, etc. in the bus shall be recovered from the parents of the student
   responsible for the damage.
20. Having carefully read the rules, regulations and procedures laid down in the school prospectus I am being desirous of
    having my child/ward admitted in Richmond Global School, Mianwali Nagar, Opp Inder Enclave, Pashim Vihar, I
    hereby agree to abide by them in all respects. I understand that the decision of the school management shall be final
    and binding on me and my family.
21. The management of the Richmond Global School reserved the right to change any rules, regulations and procedures.
    I hereby agree to abide them in all respects.
22. I understand that the fees may increase as per the decision of the management. I hereby put my signature to confirm
    the declaration.

Note: Please read the rules and regulations clearly before submitting the form.

Signature........................................ Name in full (Block Letter) ............................. ........................................
Date.............................................. Address (Res.) .............................................................. ......... ........................................
Place............................................Phone No. .............................................................. ........................................

SOME INFORMATION TO HELP US KNOW YOUR CHILD BETTER

We wish our child to be associated with your school because

As parents, our aspirations for our child are

Our expectation from the School and teachers with respect to our child are

Our child, when free, loves to

When my child gets into temper, I deal with him/her by

As a mother, how much time do you spend with your child and how?

How would you contribute to the growth of your child?
In case both parents are working who will be looking after your child at home till you return?

If the child is being sent to crèche, indicate the working hours of crèche.

How would you handle if your child can not cope-up with school work?

Are you in favour of home assignment, if so - of what nature?

How do you help and encourage your child to learn?

In your opinion should punishment be given to mend the behaviour? If so what should it be?

How often can you afford time to take your child for outings/ "outdoor life experiences"?

What are the areas of child's interests?

What values would you like to inculcate in your child?

Did your child ever suffer from a handicap or ailment where the school should be cautious in handling him/her?

Signature........................................................................................................................................................................

Father............................................................................................................................................................................

Mother............................................................................................................................................................................

Date................................................................................................................................................................................

Note:
1) Attested Birth Certificate by Municipal corporation with the name of the child printed on it should be submitted along with this form.
2) Photocopy of proof of residence (ration card/Voter ID/any other proof of residence) in case of rented accommodation a copy of lease has to be provided.
3) Five passport size photographs of the child and two each of parents should be submitted for school records.
4) Other than Class Nursery & Prep no admission process will be treated as complete until the Progress Report of the last class and Transfer Certificate in original from the last school, is submitted.
5) Affidavit in case of single parent.
CERTIFICATE FROM PARENTS

I/We hereby certify that all the information given is correct to the best of my/our knowledge. Admission of my child may be cancelled if any information is found to be incorrect/false.

I/We understand that the submission of the application form does not guarantee admission. It will depend on the availability of seats subject to the meeting the criteria laid down by the Date of Education, Govt. of Delhi, from time to time.

I/We certify that the residential address mentioned in the application form is the normal residence and has not been mentioned only for the purpose to seek admission by qualifying for the distance criteria.

I/We promise to submit the original documents as and when called for, to authenticate with the Xerox copies provided by me.

I/We agree to provide all the undertakings which may be called for by the school.

I/We indemnify the school authorities from any injury sustained by my ward during the conduct of various activities of the school.

I/We promise to abide by all the rules and regulations of the school published from time to time.

_________________________________  ________________  ___________________________
Father's/Guardian's Sign.                  Date                     Mother's/Guardian's Sign

Footnote: Parents may attach extra sheet of paper as annexure where constraint of writing space if felt.

FOR OFFICE USE ONLY

Called for meeting Principal on.................................................................
                    (Date)
Remarks by Head of School...........................................................................

Admission offered     YES ☐      NO ☐

Class..............................................Section offered..........................................

Sign of Admission In-charge...........................................................................

Signature of Principal..................................................................................