



# R.K. Public Sr. Sec. School

Co-educational, English Medium; affiliated to Rajasthan Board of Secondary Education  
Siwanchi Gate, Gaddi, JODHPUR (Raj)

Please Paste  
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## ADMISSION FORM

Name of Student .....

Sex: Male  Female  , Age : ..... Religion: ..... Caste:- .....

Date of birth :-       Place of Birth :- .....

Previous class (Passed) :- ..... Result:- .....

Class in which admission required :- .....

Address :- .....

Tel. (R) ..... (M) .....

Father's Name :- ..... Ph. (O) .....

Occupation :- .....

Mother's Name:- ..... Ph. (O) .....

Occupation :- .....

Family information :- 1. ....

2. ....

Name & place of last school attended .....

Name of the board (Last school) .....

Child Transported to school by ..... Area .....

**Attachments required :**

Birth Certificate (For Pre Primary Admission)     Photo (Passport size)     Mark sheet     Transfer Certificate

To

The Principal

### R.K. Public Sr. Sec. School

We hereby confirm and declare that the details given above are true, particularly the date of Birth.

We are also bound to abide by all rules and regulations contained in the prospectus & Admission Form of the School and would not demand any change in them.

Signature of Pupil.....

Signature of Parent/guardian.....

Date.....

Relation with the pupil .....

## **RULES & REGULATIONS**

I promise that I will follow the following rules and regulation :-

- Child will come to school in neat and clean uniform.
- The child will be regular and will come to school in time.
- I am fully responsible to drop and pick up the child in time from the school and if my child does not reach home in time, I will contact the school immediately. However, school does not provide any Transport facility to students.
- I will check the child's diary daily & will also have vigil on Books and Notebooks of my ward.
- If the child is absent, I will send the leave application, attached in school diary.
- If the child is absent continuously for three days, I will contact the school.
- Every belonging of the child will bear the name of the child.
- I will deposit the fees before 10th of every month between 8.00A.M. and 1.30 P.M. and on week days (Mon. to Fri.) & 8.00 AM. TO 11.00 A.M on Saturday. On being late, will pay 5/- per day as a fine. Max. 50/- for a month.
- I will deposit the fee as laid down by the School Board.
- At the time of depositing the fees, I will get the **Receipt of fees** by the clerk.
- I agree that in the event of my ward being with drawn during the course of the session for whatever reason, the fee as laid down by the School Board will be paid by me.
- Fee once paid for a student is not refundable in any case nor adjustable with other student.
- I understand that Registration Fee is non-refundable.
- In case the student brings vehicle in school [He/she must have driving License]. He/she will deposit yearly fee and he/she will keep vehicle as per school regulations.
- After giving notice in the diary for two times, if I don't response, School can detain the child's bag in the school or can take any action.
- I will devote atleast.....hour for the child's study.
- I am fully responsible for any mishappening during tours, excursion picnic and School hours.
- I will observe the norms of decency while talking with the school authorities.
- Student is fully responsible for all the belongings, he brings in the school. On being mishandling and misplacing of any vehicle, the school will not be responsible for that act.
- School leaving certificate will be issued only after all the dues are cleared and a minimum of 10 working days are also required to process the certificate from the date of application.
- Fee may be deposited both in cash and cheque at the fee-counter between 8.00 am and 2.00 pm on all working days. Receipt for the cheque payment will be given only after the clearance of the same. In case cheque is bounced, an amount of Rs.200/- will be charged as cheque Return Penalty.
- To see the progress of the child I will attend the parents meeting personally.
- I have gone through all the rules and regulations & bind myself to same.

Office Clerk  
Date .....

Signature of Parent/Guardian

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### **FOR OFFICE USE**

Admitted to Standard.....Section .....

Fee Receipt No. .... Dated ..... for Rs..... issued to the Parents/Guardian

certified that the Name has been entered in the Class Attendance Register, Fee Register and in Admission Register.

.....  
*Date*

.....  
*Office Clerk*

.....  
*Principal / Head Mistress*