



Please affix a  
recent colour  
photograph  
of the child

Sr. No. :

## ADMISSION FORM

Note : Please fill in all the details in Capital letters,

Admission No. \_\_\_\_\_

Name \_\_\_\_\_  
(First Name) (Middle Name) (Surname)

Adhaar Card No. \_\_\_\_\_

Date of Birth (According to Birth Certificate) \_\_\_\_\_ Sex: F  M

Birth Place : \_\_\_\_\_

Caste \_\_\_\_\_ Sub Caste \_\_\_\_\_ Category(SC/ST/NT/OBC/Others) \_\_\_\_\_

Class in which admission is sought \_\_\_\_\_

Name and address of Present School \_\_\_\_\_

**Full name of MOTHER** \_\_\_\_\_

Educational Qualifications \_\_\_\_\_

Profession \_\_\_\_\_ Designation \_\_\_\_\_

Address (Res.) \_\_\_\_\_

Address (Off.) \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone (Residence) \_\_\_\_\_ (Mobile) \_\_\_\_\_

**Full name of FATHER** \_\_\_\_\_

Educational Qualifications \_\_\_\_\_

Profession \_\_\_\_\_ Designation \_\_\_\_\_

Address (Res.) \_\_\_\_\_

Address (Off.) \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone (Residence) \_\_\_\_\_ (Mobile) \_\_\_\_\_

## Declaration

I hereby certify that the information given in the Admission Form is complete and accurate. I understand and agree that misrepresentation or omission of facts will justify the denial of admission, the cancellation of admission, or expulsion.

Date :

\_\_\_\_\_

Signature of Mother / Guardian

How did you get to know about (Dwarka school)

Newspaper ad  \_\_\_\_\_ Banner  Mailer  Friends  Other

Please attach a photocopy of the Birth Certificate of the child and the following duly filled documents :

1. Medical Form
2. Transportation Form (if required)
3. School Parent agreement form
4. Admission Form
5. Admit Card

Name \_\_\_\_\_

Relationship with child \_\_\_\_\_

Signature \_\_\_\_\_

### FOR SCHOOL USE ONLY

#### Check List

- Medical Form
- Birth / Transfer Certificate
- Transportation Form
- Admission Fees

#### Information about Student

Class :

Section :

House Allotted :

Date :

\_\_\_\_\_

Signature of Admission officer

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## AGREEMENT FORM

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Dear Parent / Guardian,

The following is an agreement between the school and parent / guardian, which you will be required to sign prior to the final admission of your child.

- a. The student will attend the school regularly and will comply with all the school rules and regulations.
- b. All school dues will be paid regularly and promptly. Students will not be allowed in school until the fees are paid
- c. The placement of the student in the most suitable class will be at the discretion of the Principal.
- d. The Principal can at any time, in the interest of the school, have a student removed for the following reasons :
  - i. If the student does not accept the discipline of the school and if his / her presence is detrimental to the interest of other students.
  - ii. If the students fail to come up to the academic standard of his / her class and when detention in the same class would make the student too old for the class.
- e. No fees will be refunded if the student is required to leave school during the term for any reason other than on medical grounds.
- f. Although the school will take reasonable measures to ensure the safety of the children it will not be liable for any damages or charges on account of injuries, fatal or otherwise, which may be sustained by a child at any time during his/her stay in school, while taking part in studies, sports and extra curricular activities of the school, within or outside the school premises. All expenses that may be incurred in the treatment of such injuries will be borne by the parents / guardians.
- g. Any dispute as to the effect or meaning of the above mentioned agreement will be referred to the sole arbitration of the Board of Trustees of The Dwarka School whose decision will be final.

If the aforementioned terms of this agreement are acceptable to you, please sign below:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Father/Guardian

Date: \_\_\_\_\_



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## MEDICAL FORM

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex M  / F   
(First Name) (Middle Name) (Surname)

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Born Thru Normal Delivery / Caesarean Section \_\_\_\_\_

### To be filled by Physician / Pediatrician

#### VACCINE

#### Dates when given

BCG: \_\_\_\_\_

DPT: \_\_\_\_\_

POLIO: \_\_\_\_\_

MEASLES: \_\_\_\_\_

MMR: \_\_\_\_\_

MENINGITIS \_\_\_\_\_

HEPATITIS B: \_\_\_\_\_

TYPHOID \_\_\_\_\_

HEPATITIS A: \_\_\_\_\_

CHICKEN POX \_\_\_\_\_

(HIB) \_\_\_\_\_

Height \_\_\_\_\_ Cms. Weight \_\_\_\_\_ kg.

Any other relevant medical information you would like to share with us (please attach a separate sheet if necessary)

History of any significant past illness eg. Asthma / Epilepsy / Blood diseases

\* Blood Group :  
CBC

Presence of Allergy :

Name & Reg. No. of Doctor \_\_\_\_\_

Signature of Doctor \_\_\_\_\_





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## ADMIT CARD

Registration Number \_\_\_\_\_

Admission Number \_\_\_\_\_

Name of the child \_\_\_\_\_  
(First Name) (Middle Name) (Surname)

Date of Birth \_\_\_\_\_ Birth Place \_\_\_\_\_ Caste \_\_\_\_\_

Adhaar Card No. \_\_\_\_\_

Class and Section \_\_\_\_\_

House \_\_\_\_\_

Residential address \_\_\_\_\_  
\_\_\_\_\_

Father's name \_\_\_\_\_

Profession \_\_\_\_\_

Designation \_\_\_\_\_

Name of office & address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Mother's name \_\_\_\_\_

Profession \_\_\_\_\_

Designation \_\_\_\_\_

Name of office & address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Office Administrator

Principal





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## ENROLMENT FORM FOR SCHOOL BUS SERVICE

BUS NO. : \_\_\_\_\_

ROUTE NO. : \_\_\_\_\_

i Mr./Mrs. \_\_\_\_\_ Parent / Guardian of

Mast./Ms. \_\_\_\_\_ Std. \_\_\_\_\_ Div. \_\_\_\_\_ wish to enrol

my child for use of your bus service(s) for my Son / Daughter. I agree to the rules specified overleaf and shall abide by the undertaking annexed, herewith.

I understand that the Bus Fee will be determined and made known, well in advance, before commencement of the school session, after compiling the Bus Routes, cost of transportation and other operative expenses.

I also understand that the buses operated by and on behalf of the School, comply with all safety and security norms and rules as proscribed by the Regional Transport Commissioner.

<b>Pre-Primary</b>	
<b>Primary / Secondary School</b>	

1. NAME OF THE STUDENT : \_\_\_\_\_  
(First Name) (Middle Name) (Surname)

2. FATHER'S NAME : \_\_\_\_\_

3. STANDARD & DIVISION / SEC. : \_\_\_\_\_

4. ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

5. CONTACT NOS. : (RES.) \_\_\_\_\_ (OFF.) \_\_\_\_\_ (MOB.) \_\_\_\_\_

6. e-mail ID : \_\_\_\_\_

7. BOARDING / PICK-UP POINT : \_\_\_\_\_

8. DROP-OFF POINT : \_\_\_\_\_

DATE :

SIGNATURE OF PARENT

NOTE : RULES & REGULATIONS FOR SCHOOL TRANSPORT (OVERLEAF)

## RULES, REGULATIONS, TERMS AND CONDITIONS FOR SCHOOL TRANSPORT

### WHILE FILLING THE FORM I AM FULLY AWARE THAT

- The business operated on contract basis and the bus contractor decides the routes, timings and also takes predicted safety measures for the children traveling in the school bus. The school is just acting as a catalyst / agent for the convenience of the parents and facilitating cost effective, and efficient service and it is stipulated and understood that the School (including its management and administration) shall not incur any liability, legal / financial or otherwise arising out of and in connection with providing such services and the students, their parents, guardians and legal assigns shall be deemed to accept and acknowledge this stipulation.
  - The pickup point is based on the profile of the addresses where the child stays in the locality. The bus charges are decided according to the distance of the pickup point from the school and also may increase from time to time as and when there is a hike in the fuel charges, taxes, insurance etc. levied by the government on the bus contractors.
  - The contractor is solely responsible for the safety of the children traveling in the school bus only when the child is in the bus, and not after getting down either at school or at the opted bus stop (residence). Bus contractor will take almost care of the students and will take all the necessary steps required for the safety of children travel. Please note that school authority or the bus contractor is not responsible for any unforeseen circumstances or mishap if any occurs which is beyond their control.
  - The School is providing this facility of contract school buses purely as a help and assistance to the students and undertakes no responsibility and liability for any loss or injury that may be sustained by a student or a parent arising out of availing such facilities. Responsibility or liability for any negligence or breach of duty in this connection, shall exclusively rest with the Contractor, his driver(s), conductor(s) or attendant(s) and NOT with the school. The parents and students undertake and agree not to initial or maintain any action against the School and hereby waive all rights and remedies in this behalf, against the School.
- ★ Students Withdrawing from the bus service in Mid of the academic year FULL YEARS FEES WILL BE CHARGED. Except if the child leaves the school or transfers the school or residence for which 1 months advance written notice with the proof for the same is required. Refunds of actual only will be given.
  - ★ FULL FEES for both ways will be charged even if students are traveling ONE WAY only.
  - ★ In case of dishonor of Cheque or delay in payment or stop payments, a penalty of Rs. 275/- will be charged per transaction as Bank Charges.
  - ★ LATE FEE of Rs. 250/- will be charged extra, for cheques drawn & delivered, after due date.
  - ★ Complaints regarding the school bus service will be entertained only on email address of school i.e. admin@dwarkaschool.com with a C.C. copy to the School Principal.
  - ★ In case of any breakdown, a service vehicle will be deputed within 15-20 minutes at the breakdown site. Similarly, there may be abnormal delays in cases of heavy rainfall and other unforeseen and unavoidable circumstances resulting in Traffic Jams & resultant delay. Parents are requested to bear with such eventualities and cooperate whole-heartedly, which will be highly appreciated.
  - ★ Before filling the bus form, parents are requested to be satisfied with the bus route, pick-up and drop-off points, timings and service.
  - ★ Fees amount is subject to change without any prior notice if there is a suitable reason e.g. hike in fuel, taxes, insurances etc.

**PLEASE NOTE :- Students will be enrolled on "First come First served" basis and the rest will be Waitlisted.**

I shall not hold school or its bus contractor or its staff responsible for any inconvenience or problems e.g. untoward incident or mishap regarding transporting of my son / daughter / ward. I am aware that the conveyance facility provided to me is a privilege and not a right.

**Note :** This is just an Enrolment form, filling of this form does not imply or mean that the bus service is allotted to the applicant.

I agree to abide by the above terms and conditions to enroll my son / daughter / ward for school bus service and request you to kindly accept my requisition form.

\_\_\_\_\_  
**Sign. Parents / Guardian**

\_\_\_\_\_  
**Students Name**

\_\_\_\_\_  
**Std.**

\_\_\_\_\_  
**Div.**

