

" Education Par Excellence "

SRI VARALAKSHMI

EDUCATION TRUST

**APPLICATION FORM
FOR
ADMISSION**



Sri Vidyalakshmi International Public School

(Affiliated to Central Board of Secondary Education, New Delhi)

No. 14, 2nd Main Road, B.E.L. 1st Stage, Anjananagar, Magadi Road,
Bangalore - 560 091. Ph.: 080-23486601, Mob. : 9845410733, 9845987356

Email: info@srividyalakshmi.com, enquiry@srividyalakshmi.com

www.srividyalakshmi.com



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School

Form No.

Date of Submission

Academic Year

1. Child's Name

First Name

Middle Name

Last Name

2. Gender

M F

Candidate
Photo

4. Place of Birth

Town

State

Country

5. Nationality

6. Mother Tongue

7. Caste

8. Religion

9. Address

Line 1

Line 2

Line 3

City

Pin Code

State

Residence
Phone No.

10. Class to which admission is sought

11. Preferred Second Language

12. Preferred Third Language

Applicable from Grade V

13. Are you opting for Day Care ? Yes No

14. School Transportation Yes No

Previous School Date (if applicable)

15. School presently studying

School Name

16. Class presently studying

17. City

18. Medium of Instruction

19. Board

Other

Sibling Data (If applicable)

20. Name

a.

21. Year of Admission

22. Admission No.

b.

Parents Data :

23. Father's Name

First Name

Middle Name

Last Name

Student
Father Photo

24. Mother's Name

First Name

Middle Name

Last Name

Student
Mother Photo

25. Educational Qualification

26. Address

Line 1

Line 2

Line 3

City

Pin Code

State

Phone No.

Mobile No.

Email

27. Does your child have medical difficulties/academic needs that the school should be aware of?

Parent-Teacher Meetins : The Sri Vidyalakshmi would like to work with you for the academic, physical and emotional development of your child. We therefore request both parents to attend Parent-Teacher Meeting.

We solemnly confirm that the information given above is correct to the best of my knowledge and belief. We have read the school rules and agree to abide by them.

MEDICAL ANNEXURE

Child's Name _____ Class _____ Sec _____

I, _____ Father/Mother/Guardian of _____

who is presently admitted in Class _____ give full consent to **SRI VIDYA LAKSHMI INTERNATIONAL PUBLIC SCHOOL** to help provide immediate medical treatment to my child in case of accident leading to injury while in the school and I undertake to take full responsibility for such goodwill gesture by the school.

My present address and telephone / fax / mobile numbers both for the office and residence are given

below for emergency contact.

DECLARATION

I/We agree to see that the rules, regulations and discipline of the school are observed by my son/daughter/ ward. I /we 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

Signature of Guardian

FOR OFFICE USE ONLY

DOCUMENTS SUBMITTED :

1. Student details filled in and signed by both parents / Guardian
2. Particulars of Father/ Guardian
3. Particulars of Mother / Guradian
4. Medical annexure sheet completed with contact numbers
5. *Copy of birth certificate
6. *Copy of Passport in case of Foreign National
7. *Copy of details of any illness/Medical condition/Allergies
8. *Copy of Blood Group Certificate
9. *Copies of academic reports of the previous two years
10. *Copies of Caste certificate - if belonging to SC/ST, minority or backward community.
11. Original School Leaving certificate.

Admission No. _____

Date : _____

Readiness in the Interaction :

Good

Not Satisfactory

Admission Granted for the academic year Yes / No

Member of Management

Administrator

Principal

Academic Co-ordinator

Admission Procedures

Sri Vidyalakshmi International Public School is a co-educational institution open to all children irrespective of class, caste or creed. For admission:

- Submit the completed application form
- Attach relevant documents
- Bring the child for interaction on the appointed date
- Complete fee formalities on confirmation of admission

Admission will be granted based on the above procedure depending on the availability of vacancies and readiness of the child.

ACADEMIC YEAR

The academic year begins on 1st June and ends on 31st May of the following year.

RULES REGARDING FEES

Every academic year is divided into two terms.

Term I 1st June to 30th September

Term II 1st October to 31st May

- Fees are collected Term-wise.
 - The Term fee needs to be paid at the beginning of the term within the first 10 days, i.e. by the tenth of June, October and February, irrespective of the date of reopening/closing of the school for vacations.
 - The Term fee does not include the cost of textbooks, notebooks, stationery, bus fees, uniforms, excursions, educational trips, Board exam fee, extra- curricular activities or any other items used by the students.
 - Payment of the fee within the specified dates will not attract any penalty. Any delay in the payment up to the end of the first month will attract a late payment fee of Rs. 100/-. Payments made thereafter will attract a late payment fee of Rs.150/-
 - In case of any cheques being dishonoured, a processing fee of Rs.100/- will be applicable in addition to the bank charges
 - In case the term fee has not been paid by the end of the term, the student's name will be taken off the roll.
 - The student will be granted readmission, if he/she desires, only after all outstanding dues are completed. However, the student will have to apply for admission to the school by following the same procedure as for a new admission. Admission of the student in such a case is not guaranteed and will be decided by the management.
 - Students using the school transport need to pay the bus fees as intimated by the school.
 - The fee structure of the school is subject to change at the discretion of the management and will be notified to the parents at the beginning of each academic year.
 - In case a student wishes to withdraw from the school during the academic year, the parents/guardian need to inform the office about the same in writing. The fees for the entire term need to be paid even if the intimation is received on the first day of the term.
 - All library books, equipment provided by the school, if any, need to be returned and outstanding dues paid while withdrawing a child from the school. School leaving certificate will be issued only on meeting these requirements.
- GUIDELINES FOR STUDENTS AND PARENTS
- Regular attendance to school is important. 75% attendance in an academic year is required for all students.
 - Sports, Games and other activities are an integral part of the curriculum. All students are expected to take part in them unless declared physically unfit or exempted by the teacher.
 - Attendance on the first day after long vacations and last day before long vacations is compulsory. Absence on these days will attract a fine of Rs.250/-.
 - In case of extension of leave, prior permission needs to be taken in writing from the Headmistress/Academic Coordinator. Permission will be granted only for valid reasons.
 - In case of absence due to medical reasons, the school needs to be informed as early as possible. In case of an infectious or contagious disease, the pupil can attend school only after submitting a medical certificate of fitness by a registered medical practitioner.

A leave letter addressed to the class teacher needs to be sent for absence from school. A medical certificate needs to be sent in case leave of 3 days or more has been taken.

Students are expected to attend school in the prescribed uniform except on their birthdays or on special occasions as informed by the school. The prescribed sports uniform needs to be worn on the specified days.

Distribution of sweets, cakes, food items or any other items is strictly prohibited on birthdays or on any other occasions including festivals.

The School Diary will be the means of communication between the teacher and the parents. Parents are requested to check the diary daily for Home assignments and any other communications sent by the teacher or the school, and acknowledge the same with their signature.

Parents are requested to immediately inform the school in writing, any change in address, email id and telephone numbers.

Parents will be informed about Parent-Teacher meetings regularly. Prior permission from the Headmistress/Academic Coordinator is needed in case parents wish to visit the school during the school working hours.

Parents are requested not to enter the classrooms or other rooms of the school during the school working hours. Parents are advised

to meet the teachers during the scheduled meetings only. In case of any emergency, prior permission from the Headmistress/ Academic Coordinator is necessary.

Students cannot be taken away from the school premises during the school working hours or during any programme without the permission of the Headmistress / Academic Coordinator.

Parents need to be careful with all school property and equipments. Students need to refrain from writing or scribbling on the desks, walls, buses or any other property of the school. Parents/ Guardians are liable to reimburse the cost towards any school property or equipments damaged by their child/ ward.

Students should follow the rules of conduct and discipline inside the school premises and in public places. The reputation of the school is reflected by the good behavior of its students.

The school can remove the name of the student from the rolls in case the conduct of the student is not satisfactory in the opinion of the staff and / or the Headmistress/ Academic Coordinator.

Parents are requested to co-operate with the school authorities by ensuring discipline and regular work habits of their children both in school and at home. This will enable the school to mould the children into sincere, hard-working and disciplined global citizens.

CHECK LIST FOR PARENTS

Student details filled in and signed by both parents

Particulars of Father/Guardian

Particulars of Mother / Guardian

Medical annexure sheet completed with contact numbers

- Copy of birth certificate
- Copy of Passport in case of Foreign National
- Copy or details of any illness/ Medical condition / Allergies
- Copy of Blood Group Certificate
- Copy of academic reports of the previous two years
- Copy of Caste certificate - if belonging to SC/ST, minority or backward community.
- Original School Leaving certificate

• **PLEASE NOTE** : Originals of the following documents need to be brought to the office for verification :

Birth Certificate

Passport

Blood Group Certificate

Academic Reports

Caste Certificate - if belonging to SC/ST, minority or backward community.

DECLARATION BY PARENTS/ GUARDIAN

We are seeking admission for our son/daughter in SVIPS after having read and understood the terms and conditions stated herein below. These are acceptable to us and we have unconditionally agreed to abide by the same without any kind of pressure, duress or coercion of any nature whatsoever in this behalf by the management or SVIPS authorities:

- 1) We hereby solemnly declare that we have made this application seeking admission for our child after having read and understood all the rules of admission.
- 2) We declare that the information furnished by us in this application is true to best of our knowledge and belief.
- 3) We fully understand that no document other than those required will be entertained for priority of admission.
- 4) We declare that we shall at all times abide by the instructions contained in the Parents' Manual / Handbook as amended from time to time, and or another rules, regulations etc. of the SVIPS as may be specified from time to time by way of circulars or otherwise.

5) We understand that the admission being given to our child shall be provisional and the same may be cancelled if any statement is found to be false or the relevant documents are not produced within seven days of admission.

6) We fully understand that admission in SVIPS will be granted depending on the availability of a seat at the time of scrutiny of our application and when we

are called for the offer of a seat.

7) We fully understand and accept that the fees are required to be paid on or before our child joins SVIPS and thereafter each year before the commencement of the Academic Year, or as and when demanded before the intimated due date and that the fees once paid, shall not be refunded in any case whatsoever. We also understand that while SVIPS may at its sole discretion, permit or grant the facility to pay the fees in one or more installments, the same does not in any manner vest any right in the parents to demand for making payment of fees by way of installments.

8) In case of any cheque towards payment of fees being dishonoured, the management reserves the right to de-enroll the child at its discretion and levy any other penalty as it may deem fit.

9) The management reserves the right to disallow a child from attending SVIPS or participating in any of its activities if his / her fees are not paid either in part or in full.

10) SVIPS reserves the right to increase / revise / amend the fee structure as may be required from time to time in view of any change in government policies and/or the economic conditions (including, but not limited to, inflation, etc.) Any special learning needs: (Please state in detail, this information will help us in assisting your child)

11) We understand that in case we choose to withdraw our child from SVIPS, it will result in SVIPS not being able to offer the same seat to another child whose parents may have been desirous of seeking admission here and hence we agree and accept that the fees once paid shall not be refundable and if not paid shall have to be paid, failing which, we shall not be entitled to demand for the Bonafide certificate.

12) We understand and accept that our child may be expelled or removed from SVIPS for non payment of dues.

13) We agree and understand that if our child leaves SVIPS campus without permission, the management is authorized to lodge the necessary complaint with the

Police authorities and that the organization will not be responsible for any mishap or untoward incident that may take place in such circumstances.

14) We agree that our child will strictly follow the Dress Code of SVIPS, and shall only wear uniforms/shoes as approved by SVIPS.

15) We understand and accept that our child may be expelled from SVIPS, if management (at their absolute discretion) determine that we or any one of us has engaged in the one or more of the following :-

A. Participated in any dharnas and/or morchas against SVIPS or participated in shouting of any slogans that are in any manner whatsoever derogatory to SVIPS / its management / any of its staff members;

B. Participated in the exchange of any communication whether in the form of mails or SMS or otherwise, which seeks to lower or tarnish the reputation of SVIPS/ its management or which is in any manner whatsoever derogatory to SVIPS / its management / any of its staff members;

C. Initiated and/or participated in the filing of any frivolous complaints against SVIPS / its management / any of its staff member;

D. Causing to be published or telecast in any form of electronic / paper media anything that in any manner whatsoever seeks to lower or tarnish the reputation of SVIPS / its management or which is in any manner whatsoever derogatory to SVIPS / its management / any of its staff members.

16) We understand that there will be no refund of fees following expulsion and all pending fees must be paid. We understand that under no circumstances shall the SVIPS authorities be required to divulge to us or others any confidential information, or the identities or persons who provide information which leads to the expulsion/removal of my child.

17) We understand that no valuables like gold chains, rings, transistors, personal stereo systems etc are to be given to the student and that SVIPS does not take responsibility for the loss of any such valuables.

18) We declare that SVIPS holds the right to use our child's photograph for any publicity material unless the same has been expressly objected to by us and intimated in writing giving acceptable reasons for the same before the commencement of the Academic Year.

19) We agree and understand that SVIPS will do its best to provide normal medical aid, but SVIPS or any member of its staff will not be held responsible for any unavoidable incidents/mishaps/accidents despite its best efforts. This applies also to all accidents which may occur during the educational tours or journeys to and from SVIPS.

20) In consideration of our child using the SVIPS bus service provided by the organization for travelling to SVIPS on field trips / picnics or sports activities and travelling while using the bus service, we undertake and agree that neither we, nor other representatives will present a claim against SVIPS or its authorities including the SVIPS Head, Teachers or any such person in the service of SVIPS, in respect of any loss or injury to the property or person, including injury resulting in death, due to any reasons whatsoever which our child might suffer, while, or in consequence of his / her participation by travelling in the SVIPS bus and we understand that no compensation will be paid by SVIPS or its authorities including the SVIPS Head, Teachers or any such person in the service of SVIPS.

21) We hereby declare that we will not be a part of any auto-rickshaw or illegal vehicle pool as a mode of transport for our child.

22) We understand that the policies & rules listed in this publication have been put in place for the effective functioning of SVIPS. SVIPS reserves the right to amend the policies & rules whenever & wherever considered necessary & appropriate. Therefore, this publication and the descriptions contained herein are not to be construed as a contract binding SVIPS to any specific policies. The information provided in this publication are an indication of SVIPS plans at the time of publishing & are subject to change.

23) We, the parent/ guardian appreciate and understand that SVIPS follows the policy for inclusion of children with special needs. If the counselor/ special educator indicates that our child requires special assistance, we shall assist the school in every possible way for the benefit of our child. In the event of a need for special assistance, we shall bear the cost involved to hire a special assistant or provide assistance based on the approval of the Management. We agree to abide by any decision that the counselor/ Special educator takes in the best interest of our child. We have carefully read the prospectus and agree to abide by the policies, rules and regulations or any substitutions for or modification in them, which may be made by the SVIPS authorities from time to time.

Please attach the following Documents with your admission form

1. Copy of birth certificate. The original birth certificate must be produced for verification, at the time of interview / admission. Certificate issued by hospitals will not be considered.
2. Copy of the latest progress report, if a child is seeking admission to Std I and above.
3. Transfer certificate duly completed and counter signed by education authorities, if a child is seeking admission to Std I and above
4. Stamp size photographs (one each of the child, father, mother or guardian, if applicable)
5. Two passport size photographs of the child.
6. Copy of immunization chart of the child
7. Residential Address proof.

Points to remember

1. Completed Admission Form, alongwith the required documents, must be submitted at the Sri Vidyalakshmi office within fifteen days from the date of issue.
2. The Admission Form will not be processed if found incomplete in any way
3. The purchase and submission of an Admission Form is no guarantee that an interview or admission will be granted and does not give entitlement to the seats
4. The admission is finalized and authentic only when the class of admission is endorsed by the principal.
5. **Once the admission is granted there will be No refund of any payment, for any reason.**
6. Listed below is the Class/Age Criteria for the admission to Sri Vidyalakshmi

Date :

Signature of the Father

Signature of the Mother



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