



Shri Yashwant Shikshan Prasarak Mandal's

# YASHWANT INTERNATIONAL SCHOOL

KODOLI, TAL - PANHALA, DIST - KOLHAPUR

## APPLICATION FORM

**Note: Please complete this form in BLOCK Capitals in black or blue ink.**

### Section 1 – Child's details

First Name	Middle name	Legal Surname
<b>Date of Birth</b>		<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>

**Child's current address (we may seek proof of address)**

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<b>Admission for Std.</b>			
<b>Blood Group</b>			
<b>Emergency Contact No.</b>			
<b>Date of Birth (in word)</b>			
<b>Age</b>		<b>Birth Place</b>	
<b>Religion &amp; Caste</b>		<b>Category</b>	
<b>Name of last School attended</b>			
<b>List of Prolonged illness of disability, if any</b>			

### Section 2 – Parent / Career details

<b>Farename</b>		<b>Surname</b>	
<b>Title</b>	<b>Mr / Mrs / Miss / Ms / Other (please specify)</b>		
<b>Relationship to child</b>			
<b>Father's Name</b>			
<b>Mother's Name</b>			
<b>Present Address (Please don't repeat the Name)</b>			
<b>Permanent Address (Please don't repeat the Name)</b>			
<b>Father's Name &amp; Occupation,</b>			
<b>Mother's Name &amp; Occupation</b>			
<b>Do you have parental responsibility for this child?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

**This form must only be completed by somebody who has parental responsibility for the child. Before completing**

**This form, the application should be discussed with all those who have parental responsibility for the child.**

**Home Telephone Number**

**Mobile Number**

**Email address**

### Section 3 – Siblings

If the child has an elder brother or sister step-brother or step-sister or half-brother or half-sister currently attending the school of your preference please provide details below. If you have multiple siblings attending the school please provide the details of the youngest siblings currently with attending the school.

**Sibling's full name**

**Siblings date of birth**

**School attended**

### Section 4 – Terms & Conditions and declaration

#### Terms & Conditions

Before submitting an application/admission form, all parents are advised to read the information regarding applying for an admission in school. As well as it is published on the School Admissions pages of the Yashwant International School website.

You should also ensure that you read the admission Policy, Rules and regulations of school and attach your declaration copy with the admission form.

If you change address or your mobile number, it must be brought into the notice of school. If it is observed that you have broken the school policy, or filled the false information of your child, or misbehaved with any of the staff member or authority, school has the right to withdraw your child's admission anytime.

#### ➤ General Rules & Guidelines

##### ● Admission

- One who will be responsible to the Principal for the child must introduce every candidate for admission in person.
- New admissions will be made subject to availability of seats.
- Students coming from recognized schools will not be admitted without the original Leaving Certificate from that school.
- If they come from a recognized school outside the State they shall have their Leaving Certificate counter-signed by the inspecting authority of that State. (Transfer Certificate)
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- The school management reserves the right to admit or retain students in the school.

##### ● The school management reserves the right to admit or retain students in the school.

All students from Play group to 9th will have to fill a conversion form in January & raise an Invoice for the next academic year in the month of November - December for admission to the next class for the next academic year. This will ensure natural promotion to the next class subject to the other rules & regulations of the school. However, promotion will be subject to academic performance, attendance and other general rules & regulations of the school. It will be assumed that a parent is not interested in taking admission for the next academic year if the conversion form and Invoice are not raised on or before the last date. These seats will then be filled by fresh applications.

No application will be entertained for conversion after the last date.

##### ● Fees

- Annual fees are payable in one stroke / installments as prescribed by the school on or before the scheduled dates.
- If installment scheme is opted, Post-dated cheque are compulsory for all installments of one academic year fees.

- Fees once paid are not transferable / adjustable or refundable under any circumstances.
- Parents will be expected to pay separately to the school for Outstation tours, Entry Fees for various competitions and Fees for Public /Competitive / Board examinations as applicable from time to time. Also, parents will be required to meet the expenses towards text books, notebooks, school uniform, sports uniform, sports accessories, canteen expenses, etc. at their end.
- Parents should expect a hike percentage in the annual fees every year.  
Transport Fees, (if opted for) will be payable term wise only. Service Tax as applicable will be payable.
- Allotment of Shifts & Divisions will be at the sole discretion of the school Administrative Department.
- Bonafide Certificate will be issued after one week of application. Rs. 100/- will be charged for such certificates.
- Duplicate I-card/parent I-card/ extra parent I-card etc. will be provided@ Rs 100/- after 15 days of receipt of such payment.  
Transport Fee / Sports Fee is payable separately as applicable at the time of admission / raising the Invoice
- If Admission is cancelled in the midterm, No Dues Certificate and Leaving Certificate will be issued only after clearance of the fees for the whole year.
- Service Tax and other statutory taxes as and where applicable will be payable separately.
- School management reserves the right to modify the fees from time to time.

### •Parent Co-Operation

1. Parents are expected to support and reinforce the school rules and policies. The school expects parents to attend parent-teacher meetings, school functions and thus show their interest in their student's school activities.
2. Parents, guardians or other persons are not allowed to speak to the students or their teachers during class hours / during transition without the permission of the Principal. Appointments may be made before hand to interact during a teacher's free period, with the approval of the Principal
3. Private tuitions are strongly discouraged. If there is a real need, written permission is required from the Principal to engage a tutor at home. School Teachers are not ordinarily allowed to give tuitions to pupils who are being taught by them and parents are requested to strictly refrain from engaging the school teachers for their ward's private tuition.
4. Parents are expected to co-operate in the work of the school by enforcing regularity and discipline and by taking general interest in the child's progress.
5. Parents are expected to encourage the students to speak in English. Parents should take keen interest and initiative for the academic development and fluency in English of their wards so as to maintain the school's standard.
6. The school will insist on strict punctuality, regular school attendance, cleanliness in dress, general grooming and fidelity to study and work assignments. Absence from school for merely social functions will be strongly discouraged.
7. Students who neglect their lessons will be required to stay in school after class to complete their lessons.
8. Attendance at school functions such as Children's Day, Teacher's Day, Sports Day, etc. is very essential.
9. Parents or guardians are specially requested to notify the school of any change in their address or telephone numbers.
10. When communicating with the Principal, parents are requested to mention in their letters the standard, name, roll number and division in which their children are studying.
11. Parents are requested to cooperate with the school in all its activities including planning / organizing / volunteering / sponsoring / compeering events, annual day, sports day, other programmes etc as and when required. Parents are also expected to voluntarily extend their expertise and knowledge in their respective fields for the betterment of students and school, if the school seeks the same.
12. Parents are expected to fully cooperate with the school for preparing the children for various performances and events as suggested by the school. Parents are also expected to accompany the students for all the performances and events conducted at venues outside the school premises as recommended by the school.
13. Parents or guardians should as soon as possible notify the school authorities of the occurrence of any contagious or infectious disease in the house where a pupil lives, and the pupil or pupils must not be sent to school until all danger of infection is over after the LAST CASE in the house, as may be the nature of the disease. Parents and guardians may discuss with the members of the staff regarding their child's/ward's behavior and progress in school during PTMs. Previous permission of the Principal is required to visit a teacher during the school hours other than the Parent Teacher Meetings

14. Parents are requested not to discuss with the members of the staff regarding their child's/ward's behaviour and progress inside the school premises during transition. (ONLY IN PTM)
15. Parents are aware that the school reserves the rights to make changes in the school rules and regulations, which will be communicated to students and parents and shall be binding to all. Parents are requested not to pressurize the Principal or Management with regards to such school's rules and regulations.
16. Parents are given to understand that they cannot dictate to the Principal and School management. The School Management has the sole rights to admit or retain pupils in the school or cancel the admission of the student at its own discretion.
17. School Management and the Principal will reserve the rights of promotion for any child whose parents are found to be irresponsible towards their children.

● **Withdrawal:**

1. A calendar month's notice is to be given before the withdrawal of a student. The person responsible should give such notice in writing for the student and not by the pupil. However the fees once paid, including the admission fees will not be refunded nor transferred under any circumstances.
2. Admission Continuation letter will be sent with ward. It is mandatory to answer and submit the admission continuation / discontinuation letter and to be sent by hand to school before given timeline.
3. Applications for cancellations of admissions will not be entertained any time after April 30 of each academic year.
4. Pupils who leave without notice and pupils whose names are struck off the rolls for unexplained absence of more than one month will as a rule not re-admitted.
5. Parents are requested to notify the office on time when the student leaves the school and also the fees will have to be paid for the full academic year.
6. The Leaving Certificate, without which a pupil cannot join any other school, shall be refused to those who have not paid their fees and other dues.
7. The Leaving Certificate should be applied for in writing by the parent or guardian in the prescribed form along with No Due Certificates from the Accts. Dept and Library. A month's notice must be given before a pupil leaves the school.
8. Pupils who desire to discontinue studies should take their Leaving Certificates immediately. A fee will be charged if the Certificate is taken after one year, and if a duplicate is applied for, and the prescribed procedure must be followed

**Declaration**

I have read the information relevant to admission published in this forms as well on the School website. I have checked if any additional evidence relating to the application is required and have provided this information where available.

I declare that the information provided on this application is correct and complete and has been discussed with all those with parental responsibility for the child.

I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn.

<b>Signed</b>	<b>Date</b>
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**Data Protection Act**

The Council maintains a register entry in respect of education which includes the administration relating to pupils. Personal information provided on this form on this is treated in confidence and complies with the requirement of the Act. This information may be shared with school and other Local Authorities

Verification of information – the Council may verify the information you have provided on this form which could involve contacting other departments of the council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use information provided on this form

**Submitting your application**

Once completed in full, this application should be returned to the following address:  
Yashwant International School, Kodoli

The closing date for application is

Application received after this date will be treated as late and allocated in accordance with a set manner details in

the Admission to School Booklet after all on-time application have been processed