

ADMISSION FORM

Form No.:

Date:

Admission No.:



Affix passport size photo of the student

STUDENT'S PROFILE:

Name of pupil (In capital letters) : _____

Admission sought for Class : _____ Academic Year : -

Date of Birth : / / Aadhar No.: _____
D D M M Y Y Y Y

Place of Birth : _____ State: _____

Nationality : _____ Religion: _____

Gender : Male Female Caste: BC / SC / ST / HCOC

Residential Address : _____

_____ Pin Code: _____

Mother Tongue : _____ Blood group: _____

Identification Marks : (1) _____
(2) _____

Previous academic record

Name of the previous school & location	Class	Year of Study	Percentage/Grade

Appraisal of your Child

Please mention the achievements, if any, of your child in academics/extra/co-curricular activities

General Behaviour: Mild Normal Hyperactive

Please mention, in brief, if there is any history of previous illness, allergy or physical /psychological illness.

Second language in previous class: _____ Third language in previous class: _____

Language preference (From Standard V):

Second language: Telugu Hindi Third language: Telugu Hindi

PARENTS' / GUARDIAN'S PROFILE

Mother's
Photo

Father's
Photo

Guardian's
Photo

Signature

Signature

Signature

Particulars	Mother	Father	Guardian
Name			
Qualification			
Occupation			
Organization			
Designation			
Mobile Number			
Aadhar Number			
Email			
Annual income (Rs.)			
Office Contact Number with extn. (if any)			

GRANDPARENTS' DETAILS

Particulars	Grandfather	Grandmother
Name		
Mobile Number		

SIBLINGS' PROFILE

S.No.	Name of the Sibling	Class	Name of the School
1.			
2.			
3.			

Terms & Conditions

1. Admission form must be filled in with due care by the parents/guardian. Any change in residential address, mobile numbers, etc. should be informed to the school in writing duly signed by parents / guardian (changes would not be accepted over phone, SMS).
2. Original transfer certificate from previous school and proof of education of the child (photocopy of mark sheet/report card) should be submitted before the academic year begins.

Note: In case of inter-state transfer, TC must be produced duly countersigned by the Inspecting Officer/DEO with respect to schools affiliated to state boards and by the Regional Officer in case of schools affiliated to CBSE.

3. **T.I.M.E. School** would provide IIT Foundation classes for students of classes VII to X which is optional and on payment of additional fee.
4. Additional charges will be collected for belts, ID cards and entry fee during field trips.
5. Any misbehavior/misconduct by the student/parent/guardian will lead to rustication of the student without any prior notice.
6. If you wish to avail school transport, please enquire about the routes in operation at the time of admission. Request for diversion or modification of the existing routes may be considered but the decision will be taken by transport in-charge.
7. School management is authorised to make any of the following changes in transport with prior notice/intimation to the parents.
 - Change in pick-up and drop timings
 - Change in pick-up and drop points
 - Change in order of pick-up and drop points
8. The School may facilitate availability of books & uniform through stalls at the campus (for a day) prior to the commencement of the classes. Such date would be informed to parents/guardians/students through mail/SMS.

The School Management is not responsible for any kind of inconvenience, such as delay in delivery, damage of goods, etc., caused by any of the external vendors.

Note: Students who are unable to purchase books & uniform from the stall can purchase directly from the vendors; list of books and details of vendors shall be provided on request.

DECLARATION

(To be signed by Parent/Guardian **at the time of admission** only)

1. We acknowledge that this application does not automatically admit our child to **T.I.M.E. School**. **T.I.M.E. School** reserves the right to make a final decision with respect to admission.
2. We acknowledge that, should this application be accepted, our child and we (her/his parents or guardians) undertake to abide by the policies and regulations of **T.I.M.E. School** and we understand that in serious instances of breach like, damage to school property, bodily harm to another student/teacher, our child may be asked to leave the school.
3. We acknowledge that, upon acceptance of this application we agree to pay the total fee as applicable and abide by the billing options outlined in the fee schedule as informed by the school from time to time.
4. We acknowledge that the school will take reasonable care and exercise due diligence within its premises and during school activities, it will bear no responsibility should the applicant exercise any reckless and/or careless behaviour that may endanger her/his safety and others around and as such cause harm or injury to herself/himself and others.
5. We declare that all previous medical and psychological histories are correctly reported on the admission form.

6. On leaving the school, our child shall return any school property they might have borrowed during their time of study in the school.
7. We agree that **T.I.M.E. School** reserves the right of refunding/not refunding the tuition fee (or any such fee which is paid at the time of admission), in case the child leaves/gets transferred during the course of the Academic Year.

Documents Submitted

- Caste Certificate of the child seeking admission (if any)
 Photocopy of Birth Certificate (Attested)
 Three latest passport size photographs of student
- One latest passport size photograph of mother
 One latest passport size photograph of father
- Transfer Certificate (Original)
 Photocopy of Progress Card (of previous academic year)

FEE POLICY

Academic Fee Schedule

Particulars	Payable
Admission Fee	At the time of admission
Caution Deposit	At the time of admission
Term 1	At the time of admission
Term 2	On or before 10th July '16
Term 3	On or before 10th Oct. '16
Term 4	On or before 10th Jan. '17

Transport Fee Schedule

Particulars	Payable
1st Installment (April '16 - Oct. '16)	On or before 10th April '16
2nd Installment (Nov. '16 - Mar. '17)	On or before 10th Nov. '16

Note: Pupil opting for school transportation should clear the dues in 2 installments.

1. All monetary dues related to academic & transport should be cleared on or before the due dates failing which the school management is authorised to impose a penalty of Rs. 50 per day per student (holidays would be included).
Note: School management reserves the right to stop the transportation without any prior notice or intimation if fee dues are not cleared in time.
2. Payment must be made at school premise either in the form of cheque or cash

FOR OFFICE USE ONLY

Particulars	Amount	Receipt No.	Mode of Payment	Date of Payment	Remarks
Admission Fee					
Caution Deposit					
Term 1					
Term 2					
Term 3					
Term 4					
Total Applicable Fee					

I _____ father of/ mother of/ guardian of _____ have applied for admission of my ward into class _____. I have read and accept the Terms & Conditions / Declaration of the school.

Choose the relevant options if you wish to avail of transport facility:

Do you need transport facility: Yes No

Parent's Signature _____ Counsellor's Signature _____ Principal's Signature _____