

FIRST STEP TO SUCCESS

REGISTRATION FORM

Student name

Class Applied for Date of Issue

Date of Submission

I learn, I play, I share
A school for the 'I' in your child



Dear Parent,

At the outset, let us congratulate you for considering G D Goenka International School, Udaipur for your child. At GDGISU, let us assure, every day will be a fun filled learning day, as we strive to provide modern education to our children while retaining Indian values and cultural mores. The day long activities have been well planned and innovatively designed to provide the students a scope for their comprehensive development. As a parent, your active participation will also be crucial in the development of your child.

Let's together help the child attain the pinnacle of success.

Team GDGISU

INSTRUCTIONS

- Please fill Registration Form in BLOCK letters wherever needed.
- The Registration Form is invalid without the signature of the Parent/Guardian.
- Submission of the Registration Form does not mean grant of admission.
- The date of birth and spelling of the student's name should be according to the previous school records.
- Please attach extra sheets for any additional information that you may wish to provide.
- It is the responsibility of the Parents/Guardian to intimate to the school in writing if there are any changes in the details provided in the Registration Form submitted.

Please attach
a recent
colour photograph
of the student

APPLICANT INFORMATION

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Student's Name (in capital letters)

Date of Birth

--	--	--	--	--	--	--	--

Age(as on 1st April)

--	--

Nationality

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Religion

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mother Tongue

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Place of birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address for communication _____

Pin Code _____ State _____ Phone (R) _____

Permanent address _____

Email

--

Phone

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Class for which admission is sought

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PARENTS' INFORMATION

Surname _____

Father's name _____

D.O.B _____

Nationality _____

Qualification _____

Occupation _____

Designation _____

Mobile No. _____

Email _____

Office Address _____

Surname _____

Mother's name _____

D.O.B _____

Nationality _____

Qualification _____

Occupation _____

Designation _____

Mobile No. _____

Email _____

Office Address _____

GUARDIANS' INFORMATION

Guardian's name (in capital letters) _____

Nationality _____ Relationship with the child _____

Mobile No. _____ Email _____

Address _____



Please attach
a recent
colour photograph
of the
student's Father

Please attach
a recent
colour photograph
of the
student's Mother

Please attach
a recent
colour photograph
of the
student's guardian

EDUCATION BACKGROUND OF THE STUDENT

Name of previous school	Place	Period (mm/yy) Classes From - To	Reason of leaving

SIBLING DETAILS

(If applicable)

Name/s of Sibling	Age	Class	Name of school

1. Does the child have any special needs/ learning disability? (Please specify)

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2. Have the developmental milestones been achieved on time?

.....

3. Any surgeries undergone by the child? If so, please specify.

.....

4. Any specific drug that the child is allergic to. If yes, what are the symptoms?

.....

5. Any Activity the child should not engage in under medical advice? Please specify.

.....

6. Did your child ever had any counselling or psychiatric consultation or testing?

.....

7. Does your child suffer from any infectious / chronic diseases?

.....

8. Does your child suffer from any refractive errors/eye problem?

.....

9. Blood Group of the child

.....

10. Has your child ever been suspended or expelled from school on account of misconduct or any other behavioural issues before?

.....

11. Does your child have any food allergies?

.....

12. Is there any other detail you would want the school to know about your child?

.....

TRANSPORTATION

Whether school bus facility is required or not

 Yes No

(Note: Transportation request will be based on first come first serve basis and subject to availability of seats.)
Delay in transport requisition or payments of fees may result in non availability of seats.

GUIDELINES, POLICIES & INSTRUCTIONS

1. The registration Fee is non-refundable. Registration is not a guarantee for admission. Admission will be subject to availability of seats and as per admission policy of school and also when all necessary requirements are met with; and it is at the sole discretion of the school management.
2. Registration form has to be duly signed by both the parent. In case of non-availability of either of the parent in town, a letter of approval has to be attached along with the form by the parents not signing the form.
3. Incomplete Registration Forms will be rejected and not considered for admission.
4. Please note that no overwriting is allowed on the form and in case there is any, please strike off, write neatly and put full signature on the correction carried out.
5. Parents have to provide complete information pertaining to the child and their family. In case of any health problems, psychological or physical, it is the school's right to know and the parent's duty to inform beforehand, at the time of registration itself. Separate sheets may be attached along with the registration form if required.
6. At the time of registration, the following documents are required:
 1. Copy of Birth Certificate
 2. Copy of last Report Card
 3. Copy of the Transfer Certificate
 4. Aadhar Card
 5. PAN card of both the parents
 6. Cast / Minority certificate (if applicable)
7. If selected, the first quarter fees & 3 PDC for next 3 quarters at the time of admission have to be deposited w.e.f. April of the given academic session. Parents may please be informed that even if it is a mid-term admission at any point of time in the year, fee will be payable w.e.f. April. There shall be no exemption in this regard, as admission is considered for the particular academic year which begins from April.
8. Withdrawal policy in respect of new admissions before commencement of session in April: If the parents decide to withdraw the admission once after the admission is sealed, then only the refundable security deposit will be refunded, rest of the amount will be forfeited.
9. Separated/Estranged Parents:- In case of separation, the school shall give cognizance only to court orders. Valid legal documents have to be furnished at the time of registration regarding custody rights of the child.
10. Guardianship Rights:- In case a child/ children has / have to stay with their guardian/s, then a consent letter from both parents with valid proof of parenthood has to be submitted at the time of registration in order to give due cognizance to guardian's signature or role. In case the child does not have parents, then legal proof of guardianship will be required.
11. It may be noted that concealing any fact or falsification of documents or distorted information is an offence and will lead to immediate termination of admission.

12. In case of foreign nationals, the following documents need to be submitted at the time of admission:
 - a) Copy of Residence Proof
 - b) Copy of Passport
 - c) Copy of Student Visa
 - d) A letter from the embassy stating the details of the child's parents/ guardian explaining under whose custody the child will be in.
13. School Timing:- Please note that timings are subject to change at the sole discretion of the school.
14. Fee Policy:- Parents are hereby informed that in order to meet the rising expenses every year in terms of salaries, infrastructural needs and overall development of the school, there will be a nominal hike in the fee as per school policy.
15. Transport Policy:- Bus service is voluntary and on a first served basis. Routes of the school buses are drawn up carefully after due consideration. However, the decision of the school authorities will be final on issues related to routing, timing, pick-up point etc. Parents should contact the school Transport In-charge for necessary details. Parents wanting to avail bus facility have to fill up the Transport Requisition form available at the reception. Students are not allowed to change the bus routes at any circumstances. In case of any change of residential address/bus stop/ change in route, kindly intimate the school in writing, please note that the school may take one month's time for any such change/implementation. Parents/Guardian are requested to carry the schools authorization I-Card, at the pick-up and drop points every day for security reasons.
 - a) As a rule, the routes will be planned in order to provide maximum convenience, however routes cannot be always customized as per requirement.
 - b) Transport fee is per annum which is subject to increase from time to time.
 - c) Transport fee will be charged on a quarterly basis and the first quarter begins from April. Therefore parents applying for transportation even in the middle of any given quarter are required to pay the transport fee from the beginning of the respective quarter.
 - d) Withdrawal of transport does not guarantee automatic resumption after a break as the name is pushed down to the bottom of the waiting list.
 - e) In case of withdrawal from transport, the school office should be notified in writing, one month in advance before the beginning of the new quarter and prior to the discontinuation of bus service, failing which transport charges of that quarter will be billed and the amount will be payable by the parent/deducted from the security deposit.
16. School Dues :- School dues are payable quarterly by the 10th of the first month of the quarter. If the 10th of the month in which the school dues are to be paid happens to be a holiday, then the payment is to be made on the previous working day. The school may, at its discretion send an email or a letter before the due date; but delay in receipt of the same, should not be taken as an excuse for delay in payment of fee. The onus of timely payment of fee lies with the parent. Parents are requested to make all payments by draft/cheque drawn in favour of G D Goenka International School, Payment in cash is not permitted.
17. Bank Charges:- All bank charges pertaining to inward remittance of school fee, if any, shall be debited to student's account. In the event of cheque/ draft return, a sum of Rs.500/- shall be debited to the student's account. This shall be over and above the amount of the cheque along with late fee charges if due, and the payment shall be accepted only by Banker's cheque/ Pay Order/ Demand Draft.

18. Late Fee: - School fee is to be paid before the 10th of the first month of the respective quarter. In the event of late deposit of the fee the following surcharge shall be charged:
- From 11th day to the day of payment late fee is applicable.
 - If the fee is not paid, by the 30th of the given month the name of the student will be removed from the School Nominal Roll and all the dues shall be forfeited from the security deposit and re-admission may be allowed only on the discretion of the management.
19. Fee Schedule
- | | |
|--|--|
| ● 10 th April (1 Quarter) | ● 10 th July (2 nd Quarter) |
| ● 10 th October (3 rd Quarter) | ● 10 th January (4 th Quarter) |
20. Withdrawal:-
- a) Parents wanting to withdraw their child from the school must give at least three (3) calendar months' notice in writing before the commencement of the new quarter and before discontinuation from school, failing which fees for the new quarter shall be payable/ adjusted from the security deposit.
 - b) Such notice should be given in writing, addressed to the Principal. No cognizance will be given in verbal intimation or information shared with the Class Teachers or any school authorities in course of a meeting. Therefore parents are requested to avoid stating instances of previous unofficial verbal information or informal note.
 - c) In case of withdrawal, fee pertaining to the quarter falling in the notice period shall be payable by the student.
 - d) If the school expels a student for behavioural issues, the fee shall be payable/adjusted from security deposit for the quarter in which the withdrawal takes place.
 - e) In the event of withdrawal without notice, the same shall be forfeited from the security deposit of the student.
 - f) Prospectus/ Registration/ Admission/ School Bus/ Activity fee/ Charges are non-refundable.
21. Security Deposit:-
- a) Every student getting admitted into the school needs to pay a Security Deposit as laid down by the school management from time to time. This deposit is non-interest bearing and is refundable upon the student passing out/ leaving the school.
 - b) Security Deposit is forfeited in case of non-compliance of notice period for withdrawal and any unpaid dues of the student shall be removed from his/her security deposit.
 - c) The Security Deposit shall be refunded after 60 days of withdrawal/passing out of the student after adjusting unpaid dues if any and subject to clearance of NOC being duly completed and submitted by the parent from various departments.
 - d) Legal disputes, if any, shall be settled only in the courts having their jurisdiction in Udaipur.
22. No information regarding the school, its infrastructure, logs, database of students are to be passed on to any person or organization.

DECLARATION BY THE PARENT

1. It is hereby certified that all information provided to the school regarding age, health, class, etc pertaining to our ward _____ is correct. At any point of time, if this information is found to be false, forged, incorrect or misinterpreted, then we are responsible for the same and we understand that immediately the admission will be held null and void.
2. We have read, understood and agree whole-heartedly to abide by the guidelines and policies stated in this booklet. We understand that violation of any rule is liable for action/penalty mentioned therein or such other penalty as may be decided by the school from time to time.

Date:

Signature of Mother

Signature of Father

Signature of Guardian

(with consent letter authorized
by parent of the child)

FOR OFFICE USE

Remarks by student counsellor / Administrator In charge / Admission Counsellor

Admission fee amount Receipt No. Date

Security deposit amount Receipt No. Date

Remarks by School Principal / School Management

Admission Offered

YES

NO

Admission In charge

Principal

Management



G D Goenka International School, Udaipur

Campus : Fernio - Ka - Guda, Badi, Udaipur 313001

Corporate Office : Business Centre, 1 Madhuban, Udaipur 313001

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