



The Rajkumar College, Rajkot
REGISTRATION FORM
 [FILL IN BLOCK LETTERS PLEASE]

Please affix a recent coloured **photograph** of the child.

We _____ and _____ desire to have our son / daughter / ward
 (father) (mother)

whose particulars are given below admitted as a

Boarder Day Scholar Day Boarder Pre Primary Wing

INFORMATION OF CHILD

First Name _____ Father's Name _____ Surname _____

Date of Birth _____ Place of Birth (City / Village; Dist.; State; Country) _____

Religion _____ Caste _____ Mother Tongue _____ Nationality _____ Aadhar No. of the student _____

Do you belong to SC / ST / OBC ? : _____ (Yes / No) Class Applied For: _____

(If yes, Please attach an attested certificate from an appropriate authority)

PERMANENT ADDRESS

 Pin code: _____

CORRESPONDENCE ADDRESS

 Pin code: _____

TELEPHONE NUMBERS

Area Code :	Office :	Residence :
Fax :	Father's Mobile :	Mother's Mobile :
Guardian's Off :	Res :	Mobile :
Email :		

Name and addresses of two local guardians, if any, who may take the child out on leave:
 (Local guardian cannot be a staff of the school.)

Name :	_____	Name:	_____
Address :	_____	Address :	_____
	_____		_____
Phone: Off:	_____	Phone: Off:	_____
Res:	_____	Res:	_____
Mobile:	_____	Mobile:	_____

Dietary Preference : Vegetarian Non-vegetarian Eggs

Prospectus & Registration Fee : Rs. 5000/- NON-REFUNDABLE.

Received cash / D.D. / cheque no. _____ dated _____ drawn on _____
 for Rs. _____ as Prospectus & Registration Fee vide Receipt No. _____

_____ Date

_____ Signature of Parent / Guardian

Family Information

Father / Guardian

Name :
Educational Qualification :
Medium of Education :
Occupation :
Name of the Company / Organization
Address :

Mother / Guardian

Name :
Educational Qualification :
Medium of Education :
Occupation :
Name of the Company / Organization
Address :

Annual Income of the family : Rs. _____
(Required as per the rules of CBSE, New Delhi)

No. of siblings of this student : _____

Is / was any real brother or sister of this student studying at RkC? : _____ (Yes / No)

If yes, please mention the name below:

1. _____
2. _____
3. _____

Is this student son / daughter / grandson / granddaughter of an Old RkCian? : _____ (Yes / No)

If yes, please mention the details below:

1. Name: _____
2. Passing out year: _____
3. Total No. of years in RKC: _____

Is this student son / daughter / grandson / granddaughter of a staff member? : _____ (Yes / No)

If yes, please mention the name below:

1. _____
2. _____
3. _____

Is this student from or related to Founding members of the RkC? : _____ (Yes / No)

If yes, please mention the name below:

1. _____
2. _____
3. _____

PREVIOUS SCHOOL ATTENDED, IF ANY

Name :	
Address :	
Affiliated to (Board) :	
Medium of Instruction :	UDISE Number of the student :
Class presently studying in :	Academic year :

Certified copies of Mark Sheets of current & previous years to be attached. Original Mark Sheets to be submitted also for verification.

MEDICAL

Nature of serious illness, if any:
Physical weakness / Health condition, if any, which requires special attention / observation : _____

Medical Form: to be filled in at the time of admission. (Mandatory field)

PROOF OF AGE

We solemnly declare that the date of birth if the child given above is as per the Birth Certificate which is produced for verification. A certified copy is also enclosed.
--

BANK ACCOUNT DETAILS OF PARENT FOR REFUND, IF ANY.

Account Name :
Bank Name :
Account No.:
IFSC Code:

SIGNATURES

We hereby certify that the information given here is complete and accurate. We understand and agree that misrepresentation or omission of facts will justify the denial /cancellation of admission, or dismissal from school.	
We have read the College prospectus and its General Rules & Discipline and bind ourselves to submit to College rules as changed from time to time, in all respects.	
We understand that registration does not in any way guarantee admission.	
_____	_____
Signature of Father / Guardian	Signature of Mother / Guardian
Date :	Date :

FOR SCHOOL OFFICE RECORD ONLY

* Registered for Class ____ for year _____ as Boarder/Day Scholar/Day Boarder/Pre Primary	
Date: _____	Admission Officer : _____

NOTE: Counselling date & time shall be intimated later.



The Rajkumar College, Rajkot

FOR OFFICE USE ONLY

Check list:

<input type="checkbox"/>	School Leaving Certificate (original)	Class	<input type="text"/>
<input type="checkbox"/>	Medical Form	Status	<input type="text"/>
<input type="checkbox"/>	Declaration	House	<input type="text"/>
<input type="checkbox"/>	DD / Cheque for School Fee	Date of Birth	<input type="text"/>
<input type="checkbox"/>	Birth Certificate, if pending	Agerol No.	<input type="text"/>
<input type="checkbox"/>	Mark Sheets, if pending	Date of admission	<input type="text"/>
<input type="checkbox"/>	Aadhar Card of the student		
<input type="checkbox"/>	Caste Certificate		
<input type="checkbox"/>	Migration Certificate, if applicable		
<input type="checkbox"/>	Cancelled cheque of Parent's Saving a/c		
<input type="checkbox"/>	5 Passport size photographs (Recent)		
<input type="checkbox"/>	Father & Mother's ID proof		



The Rajkumar College, Rajkot

Declaration

I, Father / Mother / Guardian of _____ hereby declare and agree to the following:

1. It is understood that all the students of The Rajkumar College, Rajkot, are strictly forbidden from smoking of cigarettes or possession of cigarettes / tobacco products, use of drugs, alcohol or possession of drugs, and possession of unauthorized cash, and that the school reserves the right to expel my ward any time including the final external examination period if he / she is found guilty of any such offence.

2. It is further understood that the school reserves the right to expel my ward any time including the final external examination period for indulging in any act of misconduct / indiscipline involving any other pupils.

3. The school will not be held responsible for any injury suffered by my ward or for his / her loss of life during activities such as games, sports, gymnastics, swimming, excursions, and travelling.

4. I hereby give my consent for any emergency surgery, if necessary, to be performed on my ward and declare that the school authorities will not be held responsible for any adverse consequences thereof.

5. The school reserves the right to strike the name of my ward off the Roll or stop him / her from appearing for any examinations including external examination for non - payment of fees and other dues before the commencement of such examinations.

6. The school will not undertake to make the travel arrangements of my ward if the requisition for the same is made after the date stipulated in the school circulars.

7. I hereby give my consent that my ward may go on any excursion organized by the school outside the campus and my prior consent is required only in case the cost of the proposed trip is likely to exceed Rs. 5000/-

8. No change in the status of a student i.e. Boarder to Day Boarder / Day Scholar or Day Boarder to Day Scholar will be permitted under any circumstances. I also understand that if I wish to change my ward's status at any time, I will have to withdraw my child/ward and seek re admission as per the procedure for admission.

9. It is understood and accepted by me that the school will make all the necessary efforts / provide reason as are necessary for the development of my ward. The School will not be able to influence the academic, co - academic, sports, results under any circumstances.

10. The school has a strict mobile usage policy that needs to be adhered to at all points of time. Any deviation/ lack of discipline will be dealt with severely.

Place

Signature of Father / Mother / Guardian

Date

Name of Father / Mother / Guardian



The Rajkumar College, Rajkot

RULES FOR PAYMENT OF FEES

ONCE FEE IS DEPOSITED, IT IS NON-REFUNDABLE UNDER ANY CIRCUMSTANCES.

Annual School Fee is payable in four installments due on 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March each academic year.

The school does not take the responsibility of sending reminders to parents to pay fee dues. The dates for the payment of the fee are fixed i.e., for Term I during the month of April & July and Term II during the month of October, January of every academic year.

In case the fee is not paid within stipulated time, Rs. 50 per day will be charged as surcharge for which a 15-day grace period will be given.

Even after that date if the fee is not paid Rs. 100 per day will be charged as fine for the next month.

After the expiry of two months the student will be sent back home without any prior notice with an escort, and his/her name will be struck off from our General Register, and if he/she is to be re-admitted, it will be treated as a fresh admission and all the formalities needed for a fresh admission will be applicable on that case.

No student will be permitted to sit for any examination unless his/ her fee dues are cleared in full.

PROCEDURE FOR WITHDRAWAL

FIRST TERM:

No **Notice Fee** will be charged if parents wishing/planning to withdraw the admission of their child from the school, provided they send a written intimation for Leaving certificate or for provisional withdrawal by 31st March.

After 31st March until 15th May, 1st quarter fees will be charged as **Notice Fee**.

1st and 2nd quarter fees will be payable as notice fee if a child is withdrawn after 15th May.

SECOND TERM:

No **Notice Fee** will be charged if parents wishing/planning to withdraw the admission of their child from the school, provided they send a written intimation for Leaving certificate or for provisional withdrawal by 30th September.

After 30th September until 15th November, 3rd quarter fees will be charged as **Notice Fee**.

3rd and 4th quarter fees will be payable as notice fee if a child is withdrawn after 15th November.

Place

Signature of Father / Mother / Guardian



The Rajkumar College, Rajkot

MEDICAL EXAMINATION FORM

A. INTRODUCTORY:

Name: _____ Age: _____
Birth Date: _____ Height: _____ Weight: _____

B. GENERAL:

Eye: (including vision) _____
Ear: _____
Nose: _____
Throat: _____
Tongue: _____
Teeth: _____
Nails: _____
Skin: _____
Body Build: _____

C. SYSTEMIC:

Cardiovascular: _____
Respiratory: _____
Digestive: _____
Nervous: _____
Excretory: _____
Bones & Joints: _____

D. PAST HISTORY, IF ANY, WITH PARTICULARS:

E. BLOOD GROUP:

F. FAMILY HISTORY:

Hypertension: _____
Diabetes: _____
Bronchial Asthma: _____
Allergic manifestations: _____

G. VACCINATIONS:

Primary Vaccinations: _____
T.A.B. _____
Hepatitis B: _____

H. SENSITIVITY TO ANY DRUG: _____

I. Any other terminal / short term illness / medical condition: _____

J. REMARKS: _____

Date : _____

*(Stamp & Signature of the Family Physician)
Registration No.: _____



The Rajkumar College, Rajkot
PUPIL INFORMATION FOR LODGE / INCHARGE
[FILL IN BLOCK LETTERS PLEASE]

Name: _____ Agerol No. _____

Name of the Father / Guardian : _____ House : _____

Name of the Mother / Guardian : _____ D. O. J. _____

Current Address : _____

Please affix a
recent coloured
photograph of
the child.

Telephone: Off. _____
Res. _____
Mobile _____

Name and addresses of two local guardians, if any, who may take the child out on leave:
Local guardians cannot be the staff of the school

Name : _____ Name: _____

Address : _____ Address : _____

Phone: Off: _____ Phone: Off: _____

Res: _____ Res: _____

Mobile: _____ Mobile: _____

Dietary Preference : Vegetarian Non-vegetarian Eggs

Date of Birth _____ Place of Birth (City / Village; Dist.; State; Country)

--	--	--

Religion _____ Caste _____ Mother Tongue _____ Nationality _____ Aadhar No. of the student _____

MEDICAL

Nature of serious illness, if any: _____
Physical weakness / Health condition, if any, which requires special attention / observation : _____

Signature of Father / Guardian
Date :

Signature of Mother / Guardian
Date :



The Rajkumar College, Rajkot

Schedule of Fee **BOARDERS**

* Prospectus & Registration Fee (non-refundable)	- Rs. 5,000
* Admission Fee (non-refundable)	- Rs. 10,000
* Caution Money (refundable as per rules)	- Rs. 25,000
* Imprest Deposit (balance refundable as per rules)	- Rs. 30,000
* Initial Kit Payment (accountable)	- Rs. 20,000
* Contribution to IPSC (one time)	- Rs. 1,000
* Pocket Money (Annual - payable in four installments)	- Rs. 6,000
* Annual School fee - revisable time to time (Payable in four installments)	
Forms 1 to 6	- Rs. 3,73,600
Forms 7 & 8	- Rs. 3,86,600
Forms 9 & 10	- Rs. 4,06,150
Forms 11 & 12	- Rs. 4,58,400

DAY BOARDERS

* Prospectus & Registration Fee (non-refundable)	- Rs. 5,000
* Admission Fee (non-refundable)	- Rs. 10,000
* Caution Money (refundable as per rules)	- Rs. 25,000
* Imprest Deposit (balance refundable as per rules)	- Rs. 30,000
* Initial Kit Payment (accountable)	- Rs. 20,000
* Contribution to IPSC (one time)	- Rs. 1,000
* Pocket Money (Annual - payable in four installments)	- Rs. 6,000
* Annual School fee - revisable time to time (Payable in four installments)	
Forms 1 to 6	- Rs. 2,58,600
Forms 7 & 8	- Rs. 2,76,600
Forms 9 & 10	- Rs. 2,96,150
Forms 11 & 12	- Rs. 3,48,400

DAY SCHOLARS

* Prospectus & Registration Fee (non-refundable)	- Rs. 5,000
* Admission Fee (non-refundable)	- Rs. 10,000
* Caution Money (refundable as per rules)	- Rs. 25,000
* Imprest Deposit (balance refundable as per rules)	- Rs. 20,000
* Initial Kit Payment (accountable)	- Rs. 20,000
* Contribution to IPSC (one time)	- Rs. 1,000
* Annual School fee - revisable time to time (Payable in four installments)	
Forms 1 to 6	- Rs. 1,46,600
Forms 7 & 8	- Rs. 1,46,600
Forms 9 & 10	- Rs. 1,66,150
Forms 11 & 12	- Rs. 2,18,400