



# Rockvale Academy

## Kalimpong

Version - 2019A

### ADMISSION FORM

Issued by:..... Checked by:..... Admission Form No. RA...../.....

#### A - FOR OFFICE USE ONLY

1. Admission No.
2. Date of Admission
3. Unique ID
4. Index Number
5. House affiliation
6. SMS Mobile Number (Indian)

Passport  
Photo

Please fill the Form in CAPITAL LETTERS

#### B - ADMISSION PARTICULARS

1. Admission to Class :
2. Admission type : ☐ Regular ☐ Transfer Admission
3. Stream opted : ☐ Humanities ☐ Commerce ☐ Science ☐ \_\_\_\_\_
4. Residence Type: ☐ Boarder ☐ Dayscholar

#### C - STUDENT DETAILS

1. Name \_\_\_\_\_  
First Name Middle Name Last Name
2. Gender ☐ Male ☐ Female
3. Date of birth
4. Aadhar Number
5. Schedule ☐ SC ☐ ST ☐ OBC ☐ GEN ☐ Others (specify) \_\_\_\_\_
6. Nationality \_\_\_\_\_
7. Passport No. \_\_\_\_\_
8. Religion \_\_\_\_\_
9. Blood Group \_\_\_\_\_
10. Mother Tongue \_\_\_\_\_
11. Second language \_\_\_\_\_
12. Name of previous school \_\_\_\_\_  
and location

13. Is the school mentioned above a recognized school ☐ Yes ☐ No

14. Class/Standard in which student was studying \_\_\_\_\_

15. Whether promotion was granted ☐ Yes ☐ No

**D - PARENTS DETAILS**

1. Father's name \_\_\_\_\_

2. Father: ISD CODE \_\_\_\_\_ MOBILE \_\_\_\_\_  
*mobile number*

3. Father's occupation \_\_\_\_\_

4. Residence : ISD CODE \_\_\_\_\_ STD CODE \_\_\_\_\_ NO \_\_\_\_\_  
*phone number*

5. Office : ISD CODE \_\_\_\_\_ STD CODE \_\_\_\_\_ NO \_\_\_\_\_  
*phone number*

6. Email address \_\_\_\_\_  
*(CAPITAL LETTERS)*

7. Mother's name \_\_\_\_\_

8. Mother: ISD CODE \_\_\_\_\_ MOBILE \_\_\_\_\_  
*mobile number*

9. Mother's occupation \_\_\_\_\_

10. Office : ISD CODE \_\_\_\_\_ STD CODE \_\_\_\_\_ NO \_\_\_\_\_  
*phone number*

**E - PARENTS ADDRESS DETAILS**

1. Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

2. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

**F - LOCAL GUARDIAN DETAILS (FOR NON-LOCAL STUDENTS)**

1. Name \_\_\_\_\_

2. Occupation \_\_\_\_\_

3. Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State\_\_\_\_\_Country\_\_\_\_\_PIN\_\_\_\_\_

4. Mobile Number ISD CODE\_\_\_\_\_MOBILE\_\_\_\_\_

5. Mobile Number (2) ISD CODE\_\_\_\_\_MOBILE\_\_\_\_\_

6. Residence: ISD CODE\_\_\_\_\_STD CODE\_\_\_\_\_NO\_\_\_\_\_  
*phone number*

7. Office: ISD CODE\_\_\_\_\_STD CODE\_\_\_\_\_NO\_\_\_\_\_  
*phone number*

8. Email Address\_\_\_\_\_  
*(CAPITAL LETTERS)*

**G - DOCUMENTS TO BE SUBMITTED AND CHECKLIST:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Birth Certificate (PC)     | <input type="checkbox"/> Passport Photo (stick on form) | <input type="checkbox"/> Aadhar Card (PC)                 |
| <input type="checkbox"/> Transfer Certificate (OR)  | <input type="checkbox"/> Passport Document (OR)         | <input type="checkbox"/> CISCE Registration Card (PC)     |
| <input type="checkbox"/> Character Certificate (PC) | <input type="checkbox"/> Blood Group Card (PC)          | <input type="checkbox"/> Latest Progress Report Card (PC) |

**Code: PC - Photocopy, OR - Original**

**Note:**

1. Photocopy of CISCE Registration Card is required for transfer admission to Class 9, 10, 11, 12.
2. Original Passport is required to be submitted by foreign students only.

**H - PRINCIPAL / VICE-PRINCIPAL'S REMARKS**

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.....

.....  
Date

.....  
Signature

**I - ADMISSION-IN-CHARGE REMARKS**

.....

.....

.....

.....  
Date

.....  
Signature

## J - DECLARATION BY THE PARENT / GUARDIAN / APPLICANT

I (name of Parent / Guardian/Applicant) .....

Parent / Guardian / Applicant of (name of student).....

have read the terms and conditions given below and do hereby understand and accept the following terms and conditions fully:

1. I certify that the above information is correct.
2. I certify that the documents submitted with this form as mentioned in the checklist of my child / ward are authentic originals or true copies of the documents.
3. I affirm that I will abide by the rules and regulations set by the School which is mentioned in the School Prospectus, School Diary and the latest updated version of the rules and regulations maintained by the School Managing Committee.
4. To abide by the decision taken by the School Management against my child / ward for any misbehavior, insubordination, political involvement, unruly behavior, physical assault towards teachers and other executive staff within the school hours or in the school premises or when in school uniform.
5. I authorize the school to take my child / ward to the Hospital / Nursing Home as per the condition of the child in case of any accident or illness.
6. I will not hold the School Management responsible for any injuries / death of my child / ward by events that are accidental in nature.
7. I will not hold the School Management responsible should my child / ward break bounds and abscond from the school and fall into any danger as a consequence.
8. In case of withdrawal during the school session, a two months advance notice to be given or two complete months tuition fees in lieu of immediate withdrawal after paying the tuition fees for the current month. The session fees and the security deposit will be forfeited.
9. In case where the entire session and school fees have been paid in advance and
  - a. The student does not attend school even for a single day, only the tuition fees will be refunded subject to the fact that two months advance notice has been given to the school in writing. If not, two months fees will be charged in lieu of not submitting the two months advance notice. The session fees and the security deposit will be forfeited.
  - b. The student attends school, only the tuition fees of the months for which the student does not attend school will be refunded subject to the fact that two months advance notice has been given to the school in writing. If, not two months fees will be charged in lieu of not submitting the two months advance notice.
10. In case Transfer Certificate is issued to the student on grounds of indiscipline or any other matter that leads to the expulsion of the student, all the amount deposited to the school will be forfeited.
11. Last date for the application for Transfer Certificate is 15th of January of the year following the session ending in December.
11. I agree to withdraw my child / ward should he/she no fulfill any one of the above conditions fully or partially or have furnished false documents or incorrect information and allow the School Management the right to strike off the name of my child / ward from the school and thereafter consider my child / ward withdrawn from the school.

.....  
Date

.....  
Signature of Student

.....  
Signature Parent / Guardian