



# DELHI PUBLIC SCHOOL

## SUSHANT LOK, GURGAON



### Registration Form

Session \_\_\_\_\_

PHOTOGRAPH OF  
FATHER

PHOTOGRAPH OF  
MOTHER

PHOTOGRAPH OF  
CHILD

Admission No. ....

Registration No. ....

**ISSUE OF REGISTRATION FORM DOES NOT GUARANTEE ADMISSION.**

Please register the name of my son/daughter/ward for admission in your school.

**Information relating to the child**

1. Class to which admission is sought.....
2. Child's Name (Full name in block letters) .....
3. Date of birth (in words and in figures).....

Age on last birthday .....Years

Age as on 30th September (year of admission) .....Years ..... Months ..... Days

4. Nationality of Child ..... Mother Tongue .....
- Religion ..... Category .....

5. Child's Aadhaar card No. ....

6. a) Home Town ..... State .....
- Nearest Railway Station/ Airport .....

b) Address : (Permanent) .....

..... Phone No. ....

c) Address: (Present) .....

..... Phone No. ....

7. a) Name of previous school .....
- b) Class in which s/he was studying in the previous school .....
- c) Medium of instruction in previous school       English       Hindi
- d) For Class III onwards - Details of grade/marks (%) obtained in the last annual exam

Subject									
Marks/ Grade									

(Please mention if upgraded as per CCE)

- e) Outstanding achievements in other activities (if any) .....
- .....
- f) Details of disability (if any) .....
- .....

**Information relating to the family**

1. Father's Name (Block Letters) .....

Academic Qualifications.....

Occupation ..... Designation .....

Name of the Organisation/ Company .....(Private/Govt. sector)

Office Address .....

Phone : Office ..... Res. .... Mobile No. ....

Email id .....

2. Mother's Name (Block Letters) .....

Academic Qualification .....

Occupation ..... Designation .....

Name of the Organisation/ Company .....(Private/Govt. sector)

Office Address .....

Phone : Office ..... Res. .... Mobile No. ....

Email id .....

3. Legal Guardian's Name (if applicable) .....

Academic Qualification .....

Occupation ..... Designation .....

Name of the Organisation/ Company .....(Private/Govt. sector)

Office Address .....

Phone : Office ..... Res. .... Mobile No. ....

Email id .....

4. Particulars of Dipsite parents (if applicable) - School .....

Year of Passing .....

5. Particulars of **real** brothers/sisters studying in Delhi Public Schools

Name of Child	Admission No.	Class/Section	School Branch

6. Kindly study the fee structure carefully and mark the preferred payment option

Annually       Quarterly       Monthly

**Checklist of documents to be submitted ( ✓ marks)**

- i)  Attested Municipal Birth Certificate
- ii)  Copy of last report card for class Prep to II
- iii)  Copy of report card of last two years (Applicable for class III onwards)
- iv)  Copy of current year's first term report card (if applicable)

- v)  Certificate/s of outstanding achievements, if any (attested photocopy)
- vi)  Assessment Certificate of Special Needs / Disability (if applicable)
- vii)  Photocopy of child's Aadhaar card
- viii)  Photocopy of ID proof of both parents (Aadhaar card / voter identity card / passport)
- ix)  Photocopy of proof of residence (ration card / voter identity card / residence lease deed / any other)
- x)  Registration Fee of Rs. 1000/- in cash or DD, favouring Delhi Public School, Sushant Lok, Gurgaon payable at Gurgaon (payment for registration to be done in the school). An additional Rs. 100/- to be paid in case the registration form is downloaded / sent by post.
- xi)  Immunization record of child (to be submitted along with admission form).

**DECLARATION :**

- i) I certify that I am a bonafide parent/guardian of the child.
- ii) I understand that rendering false or misleading information or withholding correct information may disqualify or lead to cancellation of admission /continuation of the child in this school.
- iii) I understand that school transport will be provided on the specified routes/stops only (subject to availability)
- iv) I fully understand that registration is not a guarantee for admission. Admission is granted only when there is an existing vacancy and the child's performance in the test is satisfactory as per school norms.
- v) I understand that the registration fee of Rs.1000/- is non-refundable.
- vi) I have made careful note of various details regarding the payment of school fees. I have made satisfactory arrangements for the remittance of school fees within due dates without waiting for reminder from the school. I will pay the school fee through crossed Cheques / Drafts in favour of Delhi Public School, Sushant Lok.
- vii) I understand that the fees is subject to upward revision as per the decision of the management. I also understand that there will be no fee waiver granted.
- viii) I understand that since admission is granted to my ward before the start of the academic session, I would have to pay the difference in the amount in case the fee for the session for which she/he is granted admission is revised.
- ix) I understand that request for withdrawal/ cancellation of admission will be considered only if given in writing on the prescribed form (available on the school website/admission department) before the session begins and only the Caution Money will be refunded by the school.
- x) **I hereby certify that the date of birth & spelling of the name of my child / ward given in this form are correct and I shall not make a request for any change.**
- xi) I hereby certify that in case I do not claim the Caution Money within a period of one year of withdrawal/ cancellation of admission, I will have to forfeit my right over the refund of this amount.
- xii) Having carefully read the rules, regulations and procedures as mentioned above, and being desirous of having my child educated in Delhi Public School, Sushant Lok, Gurgaon, I hereby agree to abide by these rules in all respects. I understand that the decision of the Management of the school shall be final and binding.
- xiii) I hereby certify that I shall follow all the rules, regulations & procedures laid down by the school from time to time.
- xiv) I hereby attest my signature to confirm the above declarations.

Date .....

Signature .....

Place.....

Name in Full (Block Letters) .....

.....

Address .....

.....

.....



## **DELHI PUBLIC SCHOOL**

**B-Block, Sushant Lok, Phase-1, Gurgaon - 122002**

**Fax: 0124-4041331 Tel: 0124-4041221, 4041441**

**e-mail : [info@dpssl.net](mailto:info@dpssl.net) [www.dpssl.net](http://www.dpssl.net)**