The Orbis School

Celebrate Learning
CBSE
Keshav Nagar, Pune

ACKNOWLEDGEMENT FORM

Academic Year: 2023-24

I/ we have taken admission/ provisional admission for my son/ daughter/ ward _____ Class_____ in your pre-school. I/ we have carefully gone through the rules mentioned below as well as the:

- Prospectus
- Website
- Student Calendar/ Diary and the rules therein
- Transport/ Self Drop and Pick-Up rules (copy signed separately)
- Fee Structure

1. That the school fees need to be paid on or before the due date via eNACH or as approved and late payment shall attract a fine and/ or penal interest.
2. Caution Money/ Deposit are interest free - refundable at the time of withdrawal on presenting the original receipt and shall be subject to adjustments against damages, any dues to the school/ its associates/ vendors etc.
3. That in case of continued default of fees and other dues the school is well within its rights to refuse attendance of my child/ ward and which may also lead to the removal of his/ her name from the rolls.
4. Any rejected payment, eNACH/ cheque shall attract a fine as approved and/ or declared from time to time.
5. In case eNACH/ cheques are dishonoured on 2 or more occasions the school is at liberty to insist on DD only for any further payments/ or discontinue the name of the student from its rolls.
6. I/we appreciate that based on my/our application the school shall reserve/ confirm a seat for my/our child/ ward and hence shall be disadvantaged in case I/we wish to cancel the admission (for whatsoever reason), before/ after commencement of the academic session. I/ we understand that the admission and the 1st/ current/ next instalment fees are due, payable and if paid, non-refundable.
7. In case of withdrawal, I/ we acknowledge that I/ we need to give a clear 2 months' notice before the commencement of the new academic session/ instalment failing which, the fee for that session/ instalment is due & payable.
8. I/we also understand the Transport Fee is payable half yearly (or as revised) and the Tuition Fees is payable quarterly (or as revised).
9. I/we also understand that the Tuition Fees do not include items such as transport, uniform, stationery etc. and shall be payable additionally to the concerned account.
10. Absenteeism affects the performance and efficiency of the student and hence it shall be my sincere endeavour to maintain a high standard of attendance of the student. I/we also understand that the school is well within its rights to strike off the name of the student in case of continued absenteeism particularly if it is without approval.
11. I/we hereby allow the school to conduct an external medical examination or referral from a registered medical practitioner to assess the health status of my ward.
12. I/we shall not hold the school responsible for any illness, accident or injury to the student while on the school premises or elsewhere during field trips, excursions, games etc.
13. I/we authorise the school to admit my/our son/ daughter/ ward into an appropriate medical facility should such an eventuality warrant and I/ we or emergency contact may not be in a position to take the required steps in good time. The cost and responsibility of which shall be mine/ours.
14. I/we am aware that the school showcases children's creative works, photographs and videos via various media such as websites (internal and external), portals, forums, blogs, advertisements, promotional collaterals etc. I/we am agreeable to showcasing my/our child's works, photos and videos while as a student or after leaving the school.
15. I/we am aware that the original Birth Certificate or its copy once submitted is non-returnable. It is a permanent record of the school and the school hard binds it with many other permanent records.
16. I/we hereby state that the submitted notarized/ attested copy of the Birth Certificate in lieu of the Original Birth Certificate is true.
17. I/we hereby state that I/we am/are authorised by the (other) parent(s)/ law of the land to carry out the admission of the child and also state that the school shall not be held responsible in case of any claim to the contrary.
18. I/we, the parent/s, shall not involve the school or its authorities in any way whatsoever, in case of any marital dispute between us.
19. If, my/our child is transferring from another branch of the school, I/ we am aware and agree to pay fees as per the new school. Also, that the new school may involve a different set of books, uniform, timing and transport charges if any.
20. I/we understand that non-compliance to rules and regulations shall be construed as an act of indiscipline.
21. I/we shall respond to the school's phone calls, emails, notices and attend scheduled meetings, failing to do so may attract disciplinary action including termination of admission.
22. In the very unlikely situation that I/we parent/s, guardian and designated person are not available/ contactable and have not picked up my/our child by 5 p.m. then I/ we hereby authorise the school to report the matter to the police and also that the Head of School may keep my/our child under the care of any designated staff member till such time necessary. I/ we further indemnify and shall keep indemnified the school and the staff members of any eventuality.
23. In case provisional admission is granted the same shall remain provisional until all compliances of payment of fees and submission of documents is done. The maximum period for submission of documents shall be 30 days from the start of the academic year (or as revised), after which the provisional admission shall stand cancelled and all fees paid shall be non-refundable and any fees due shall be payable.
24. Should I/we have any concerns/ issues with the school, I/we shall approach the school one to one and not form any groups or mark copies to other parents or media. I/we shall not instigate other parents or do anything which will bring disrepute to the school. I/we understand that the school may at times, have many issues to redress and I/we agree to give them suitable time to respond. I/we agree that in case of breach of this or other rules, the School is well within its rights to take disciplinary action including termination of admission.
25. I/we am aware that the school being a minority institution does not come under the purview of the RTE Act and Rules.
26. I/we am aware the school fees may be declared or passed and I agree to abide by them.

☐ **I/ we agree to abide by these and other rules as well as further agree to keep myself/ ourself abreast by visiting the school's website for updates. I/ we further agree to not act or participate in any activity against the school. If there is any breach on my part of these rules and terms, I/ we authorise the school to take disciplinary/ other action including the removal of my child/ wards names from the rolls of the school.**

Parents / Guardian ☐ **Father** ☐ **Mother** ☐ **Guardian**

Name _____
FIRST NAME MIDDLE NAME SURNAME

Signature _____ _____ Date _____
FATHER MOTHER D D M M Y Y Y Y