

EDUCATIONAL BACKGROUND

Name of the school last attended			
City	State	Country	
Reason for leaving			

PARENT'S / GUARDIAN'S INFORMATION

Father's Name			
Age	Nationality		
Educational Qualification			
Profession/Occupation			
Name of the Organisation			
Designation			
Annual Gross Income			
Correspondence Address			
City	District		
State	Pin Code		
Phn No.(off)	Mob No.		
E-mail			

FATHER



Please Paste recent
passport size
photograph

DO NOT STAPLE

Father's Signature

Mother's Name			
Age	Nationality		
Educational Qualification			
Profession/Occupation			
Name of the Organization			
Designation			
Annual Gross Income			
Correspondence Address			
City	District		
State	Pin Code		
Phn No.(off)	Mob No.		
E-mail			



MOTHER

Please Paste recent
passport size
photograph

DO NOT STAPLE

Mother's Signature

Permanent Address :			
City	District		
State	Pin Code		
Phn No.(off)	Mob No.		
E-mail			

Local Guardian's Name			
Age		Nationality	
Educational Qualification			
Profession/Occupation			
Name of the Organisation/Designation			
Annual Gross Income			
Correspondence Address			
City		District	
State		Pin Code	
Phn No.(off)		Mob No.	
E-mail			

Local Guardian



Please Paste recent
passport size
photograph

DO NOT STAPLE

Local Guardian's Signature

OTHER RELATIVE'S INFORMATION

Real Brother's/Sister's Name	Age	School attending/Last attended

Relatives who are studying /have studied at INDIAN PUBLIC SCHOOL, NAIROBI

Name	Grade	Year of joining	Relationship with the student

AGE CRITERION

Age of the candidate as recorded in the Birth Certificate issued by the Civil Authority, will determine the eligibility for admission to a particular class.

S.No	Class	Criterion
1.	Class I	As on 31 st of March : 5 years 6 months
2.	Class II onwards	As per Transfer Certificate (From a recognized School)

FEE RULES/ADMISSION CRITERIA

- For all the students, fee is payable in three equal installments i.e. in the months of **September, January and April** by the **10th** of the relevant month. The amount deposited towards registration, admission, caution and any other fee will neither be refunded nor transferred to any other year or towards sibling's fee.
- Advance fee for the whole year, may be deposited in the beginning of the session. Term fee, annual fee, examination fee and development charges will automatically be linked with the rise in the **price index/operational cost** and may be increased by about **10-20%** at the beginning of the subsequent session as determined by the school's board of Management.
- After 10th of the due month, fees will be accepted with late fee @ USD 5 per day. No fee will be accepted after **15th** of the due month and the name of the student will be struck off the rolls. For re-admission, **USD300** will be charged.
- No student whose fee remains unpaid either in full or in part will be allowed to sit for the school based/board based examinations.
- Internal examination results, Transfer certificate, Report card and Recommendation letters to other schools/colleges will not be issued to the student or parent unless outstanding dues are cleared.
- It is mandatory for all the students (class II onwards) to submit the Transfer Certificate from the last school attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended. Nor will the student be placed in the class higher than that for which the Transfer Certificate shows him/her to be qualified.

WITHDRAWAL PROCEDURE

1. Parents wanting to withdraw their ward(s) mid-way during the academic session have to pay the fee for the entire session.
2. A clear calendar months' notice in writing must be given before the pupil can be withdrawn.
3. Transfer Certificate will not be issued unless all dues are settled. It is mandatory to produce original fee receipt while claiming Caution Deposit.
4. Parents willing to withdraw their ward at the end of the session need to give one month prior written notice to the school (on or before 15th March) else one month's fee shall be charged.

DECLARATION

We, Mr & Mrs..... Parents of Master / Miss seeking admission to class..... In Indian Public School Nairobi do hereby undertake that our child and we will abide by all the rules and regulations of the school being enforced from time to time. The admission to IPS is provisional and will be regularized only on production of the original mark sheet and Transfer Certificate from the previous school. We understand that IPS Nairobi will try to fulfill all its promises, but development of certain facilities, takes its own time and will co-operate with the school authorities in this regard. We give permission to the applicant (my ward) to go on school trips and to participate in regular physical education activities and commute through the school transport on our own risk.

We will not hold the school responsible for any casualty / mishap as a result of medical illness / accident and medical treatment, if provided.

We certify that the above information is complete, true and correct to the best of my / our knowledge. We agree to pay the school fees as applicable from time to time and we understand that fees once paid is neither refundable nor transferable under any circumstances.

Signature of the student

Signature of Father

Signature of Mother

ADMISSION IS ALSO SUBJECT TO THE FOLLOWING:

1. Certified true copy of each of school Reports (written in English, please) of the last two years.
2. Certificates, if any (Merit, Transfer Certificate, Cast Certificate)
3. Birth Certificate (photocopy) or Passport Copy and Photographs (Four).
4. Transfer Certificate MUST be countersigned by DEO, Ministry of Foreign affairs and the Indian Embassy of the country.
5. Reference Letter from Previous School (For NRI/ Expatriates/ XI)
6. Medical report of the student from your family doctor or any registered medical practitioner.

FOR THE CHALLENGED CANDIDATES

Indian Public School –Nairobi encourages education for all the children. But as we are not equipped with special methodology for the challenged children, we humbly request parents, not to apply for admission till we are equipped with such facility. If, inspite of the limitations, if such children are incorporated into our system, the school cannot be held responsible incase of their like of adoptability, deficiencies, the art of comprehension, failure to meet the required academic standards and inevitable constraints in the part of holistic development.

MEDICAL CHECK - UP REPORT

(To be filled in by the family doctor and must be submitted to the school official after deposition of fee)

Name : _____

Age : _____ Sex: _____ Class: _____ Registration No: _____

Weight(in Kgs)		Height(in Cms)		Blood Group	
Ophthalmic Problem		Dental Problem		Orthopedic Problem	
Respiratory Problem		Skin Problem		Allergies & Drug Reactions	
Cardio Vascular Problem		Metabolism(obesity etc)		Power in case of Spectacles	L.T. _____ R.T. _____
Epilepsy		Learning Disability		Attention Deficit Disorder	
Hyper Activity Disorder		ENT Problems		Any Other CNS problem	
Gastro Intestinal Problem		Genito Urinary Problem		Any Other Problem	

Seal and Signature of the certified Doctor