



# JUBILEE HILLS PUBLIC SCHOOL



CBSE AFFILIATION NO : 3630020  
 Road No. 71, Jubilee Hills, Hyderabad - 500 096.  
 Phone : 040-2360 7797, 2354 8584, 9502999228.

Website : www.jhpublicschool.com | E-mail : admissions@jhpublicschool.com

Application No. :

Admission No. :

(for Office use)

Affix latest  
passport Size  
photograph

(STUDENT)

Affix latest  
passport Size  
photograph

(FATHER)

Affix latest  
passport Size  
photograph

(MOTHER)

**1. NAME OF THE STUDENT :**  
 (IN BLOCK LETTERS as per DOB Certificate - LEAVE ONE BOX IN BETWEEN FOR MULTIPLE NAMES )

**Surname**

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**Name**

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**\*Note :** The above name will be registered permanently in the school records and all certificates and reports shall be issued on this name only. Any change at a later date will be accepted only by documentary proof.

**D D M M Y Y Y Y**

**2. Date of Birth** : 

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**3. Age at the time of admission (as on 31st March)** : \_\_\_\_\_ Years \_\_\_\_\_ Month(s) \_\_\_\_\_ Day(s)

**4. Gender (Please put the ✓ mark )** :  Male  Female

**5. Aadhaar Number of the child** : \_\_\_\_\_

**6. Residential Address** : 

\_\_\_\_\_

\_\_\_\_\_

PINCODE : \_\_\_\_\_

**7. Place, District and State of Birth** : \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**8. Nationality** : \_\_\_\_\_ **Religion** \_\_\_\_\_

**9. Category**  in appropriate box and attach relevant certificate as applicable) : SC  ST  BC  GEN

**10. Mother Tongue** : \_\_\_\_\_

11. Identification Marks : 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**12. Details of the previous school(s) attended**

Name of the previous School(s) & Address(es)	Year/s of study	Class studied	Medium of instruction	Marks/ Grade	SSC / CBSE/ ICSE / IGCSE Any Other

**13. HEALTH DETAILS**

a) Height \_\_\_\_\_ Cms. Weight \_\_\_\_\_ Kgs. Blood Group \_\_\_\_\_

b) Spectacles :  Yes  No If yes : Left Eye \_\_\_\_\_ Right Eye \_\_\_\_\_

c) Physical / Mental Disabilities/ if any : \_\_\_\_\_

d) Family Doctor's Name & Contact No.: \_\_\_\_\_

e) Is the student having any allergy \_\_\_\_\_

f) If the student is on any medication, please provide details \_\_\_\_\_

14. Any learning difficulties / Disabilities : \_\_\_\_\_  
 E.g. : Dyslexia / ADHD / PWD, etc \_\_\_\_\_  
 (attach relevant document)

**15. STREAMS**

ELECTIVES	COMMERCE
Compulsory	English
E1	Economics
E2	Accountancy
E3	Business studies
E4 Optionals (Any one)	Mathematics/Computer Science/Physical Education/Entrepreneurship/Legal Studies (Subject to minimum number of students)

**16. FAMILY DETAILS**

**Special Talents, if any, in any field**

Child	
Father	
Mother	

DESCRIPTION	FATHER	MOTHER
Name (as per Municipal record)		
Age (as on date)		
Nationality		
Qualification		
Name of the office		
Designation		
Address of the office		
Annual Income	Rs.	Rs.
Transferable Job	Yes / No	Yes / No
Aadhaar Number		
E-mail Address		
Residence Phone No.		
Office Phone No.		
SMS to be sent to Preferred Mobile No. :	1) 2)	

- Any change in address & phone numbers should be intimated to the School immediately.
- Incase of single parent, all legal documents including custody of the child have to be submitted.
- Incase of guardian, necessary authorisation papers signed by biological parents have to be submitted.

## 17. RULES AND REGULATIONS

### DISCIPLINE

- Parents are **not permitted to enter the campus/class room without prior appointment/permission.**
- Students should not bring **Cell Phones/Camera/I Pad, etc.,** into school campus.
- Parents / Students **shall not post any obscene / objectionable matter about teachers / school / students in social media.**
- **Damaging school property such as I boards, computers etc., by the students will lead to recovery of the damage cost and/or suspension/dismissal from school.**

### GENERAL

- The parents **shall not post on WhatsApp groups any derogatory comments** on the school **without ascertaining** the facts from the school.
- Parents **shall not use abusive / threatening language with the staff.**
- The parents shall not put **undue / unnecessary pressure on the school through Political/Bureaucratic / Media Channels, for any of their demands.**
- The parents shall **Communicate with the school only through Phones/Email/Personal visit after school hours.**
- The parents **shall not raise issues through email/whatsapp/phone** and shall take proper **prior appointment through email /appointment request form** for redressal of their grievances **allowing reasonable time** for the management for verification of facts.
- The parents **shall not contact the teachers** in person for any purpose during or after school hours and follow the stipulated communication process.
- The parents shall not send **delivery of Lunch boxes/Food parcels through any mode during the school hours due to security and safety concern.**
- Parents **should not send the** child to school if the child is sick.
- School does **not provide any dedicated parking** facility except on specified days of school events.

### FEE

- Parents are required to **pay the fees well in time**, to avoid fines and removal from rolls.
- Parents shall **abide by the fee rules** as per the Almanac
- **Late fee / Re-Admission fee will be charged** depending on the delay of payment of fees
- In case of **lateral admissions, the fees of the child will be high** compared to the other existing students in the same class due to additional facilities added from time to time.
- A maximum **fee increase of upto 10% per annum** may be levied every year, over the existing fees.
- If the admission is cancelled **before attending** the school, a minimum amount of Rs.25,000/- **will be charged.**
- If the admission is cancelled **after attending** the school **no refund** is allowed.

## Declaration by Parent / Guardian

We understand fully that the school, on accepting this application fee and registration charges, is not in any way bound to provide an admission to our child. We agree to abide by the above school rules and regulations of Discipline, General, Fee rules and all instructions given from time to time, including withdrawal or dismissal of the student.

We state that all the information given by us in this application form is true to the best of our knowledge and in case the information provided herein is found to be false/incorrect at any stage of time, my ward's admission can be cancelled.

We also undertake that we will follow the school rules as per the School's Almanac / School Diary and are signing the Application after reading and understanding the rules and regulations.

### Custodian of the child :

<input type="checkbox"/> <b>Parents</b> <i>Note : Both the parents have to sign compulsorily</i>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Signature of Father</p> </div> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Signature of Mother</p> </div> </div>	<input type="checkbox"/> <b>Guardian</b> <i>(if Applicable)</i>  <div style="text-align: center; margin-top: 20px;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Signature of Guardian</p> </div> <p><b>Note: Authorisation letter compulsory</b></p>
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Date : \_\_\_\_\_

### NOTE:

- Incomplete application form **will not be considered for admission.**
- Admission is **subject to suitability and medical fitness of the child.**
- Admissions are given to **two children only** per family as per the school's rules and criteria.

You have come to know about this School through Newspapers  Friends  Website  others  Please Specify \_\_\_\_\_

### Siblings (own brother / sister) studying in this school :

Admn. No.	Name	Class & Section

### Documents to be enclosed (Xerox copies)

At the Time of Registration			After Confirmation of the Admission		
1)	Date of Birth Certificate (Panchayat / Municipal Corporation)		7)	Transfer Certificate (Original) (if applicable)	
2)	Bonafide Certificate (Original)		8)	Aadhaar Card of Child	
3)	Previous School Report Card		9)	Certificate of caste (SC/BC/ST)	
4)	Residential Address Proof (Present Stay)		10)	Physically Challenged (PWD)	
5)	Aadhaar Card of Father, Mother		11)	Blood group report of the child	
6)	If single Parent a) Custodian of the child b) Divorce Certificate		12)	Guardian Certificate and Aadhaar Card of Guardian	
			13)	Other certificates, if any	

**OFFICE USE**

**Transport : Opted**

**Not Opted**

Fees Receipt No. & Date: \_\_\_\_\_

Admn No.	MCB Entry Done by	Admn. Register Entry	Admin Official Sign & Date	Principal Sign & Date	ID Card
		Yes / No			Yes / No

**Reference**

Name of the reference : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_  
Phone Number : \_\_\_\_\_

**Resource**

Name : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Category : \_\_\_\_\_  
Details : \_\_\_\_\_

**Comments**



## Check List for Registration

NAME OF THE STUDENT : \_\_\_\_\_ CLASS: \_\_\_\_\_

MESSAGE TO BE SENT TO MOBILE NO. : \_\_\_\_\_

### Documents to be enclosed (xerox copies)

At the Time of Registration		After Confirmation of the Admission	
1)	Date of Birth Certificate (Panchayat / Municipal Corporation)	7)	Transfer Certificate (Original) (if applicable)
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5)	Aadhaar Card of Father, Mother	11)	Blood group report of the child
6)	If single Parent	12)	Guardian Certificate and Aadhaar Card of Guardian
	a) Custodian of the child b) Divorce Certificate	13)	Other certificates, if any

**1. Original birth certificate** : to be submitted for verification and return.

**2. Sibling case (own brothers and sisters)** : Xerox copy of sibling's school ID card has to be enclosed.

**3. Compulsory submission of Documents** : 1 to 6 at the time of registration  
7 to 13 at the time of admission finalization

#### Note:

- **Incomplete application forms will not be considered for admission.**
- **Both the Parents along with the child should attend the Physical interaction.**

\_\_\_\_\_  
Signature of Father / Mother / Guardian

Name : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

### OFFICE USE

Application No. : \_\_\_\_\_ Registration No.: **R -** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### ACKNOWLEDGEMENT

Class  Application No.  Registration No. : **R -** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of the student : \_\_\_\_\_

Date of Interaction : It will be intimated through SMS/Whatsapp/Email/Phone

Message to be sent to mobile No. : \_\_\_\_\_

NAME & SIGNATURE OF THE ISSUING OFFICIAL

# SCHOOL TRANSPORT REGISTRATION REQUEST 2023-2024

REQUIRED

NOT REQUIRED

ROUTE NUMBER	Boarding point and Halt name (As per School notice board list / website)	Drop point and Halt name (As per School notice board list / website)	Name of The Student	CLASS & SECTION	ADMISSION NUMBER

## TERMS & CONDITIONS

### \* Note :

1. **Pickup and Drop point cannot be the same in some cases because of issues like 'U' turn, one way, distance and time factors.**
2. **It may be noted that school transport is only an optional facility through Transport contractor based on first cum first serve basis.**
3. **No request for change of route, halt and extension during academic year shall be entertained unless it is very essential.**
4. **The Student has to sit in the designated allotted seat only.**

### Allotment

- Providing transport is **not mandatory** on part of the school.
- It may be withdrawn due to unavoidable circumstances or non-cooperation of parents in maintaining the code of conduct in terms of picking and dropping a child or any sort of student misbehavior.
- The **bus routes** are carefully designed keeping in view the student's convenience and safety and are **subject to change**.
- The school provides to and fro transport facility to the student which is extended on all working days in fixed routes.
- The students are issued a **seperate Tag** after payment of fees which is compulsory for boarding the school bus.

### Fee

- Transport Fee is charged as **onetime payment** per annum.
- Short period transport/prorata charges facility is not available.
- Transport fee once paid **will not be refunded/adjusted**.
- Transport facility **will be cancelled** in the following cases :
  - » Any student found guilty of **misconduct or causing damage** (recovery of cost of repairs will be charged).
  - » **Changing route/stop** by the student or parent **by influencing the driver**.
  - » Parents **should not board the bus & enter into argument with other staff or children** to sort out any issue.

### General Conditions :

- The school has a **right to modify/alter/relocate/withdraw** the routes/stops or as required by the regulating agencies from time to time.
- Details of the bus routes / stops for all the areas are **displayed on the notice board** and are also available at **website: www.jhpublicschool.com**.
- **Change of residence** of the student and contact number shall be intimated in writing and permission may be obtained and the allotment in the new route shall be **subject to vacancy** in that particular route.
- Parents are requested to be **punctual while dropping and picking their child** at the designated bus stops to avoid inconvenience and delay.
- Incase of **delay at the drop point, student will be brought back to the school** and the parent has to collect their ward from the school.
- Student who want to discontinue the transport for the next academic year should intimate the school **on or before 1<sup>st</sup> March**.

### Contact Details

- Any **suggestion/complaint** regarding the bus facility is to be addressed to the School Transport Manager who in turn will take up the matter with the transport contractor.
- For any other information/clarification please contact school office on **8179117374/transport@jhpublicschool.com/visit the school between 2.45 p.m. and 3.30 p.m. on any working day**.

I have read the terms and conditions and understood it completely and here by agree to it.

\_\_\_\_\_  
Signature of Father / Mother / Guardian

Name : \_\_\_\_\_

Mobile No. : \_\_\_\_\_