

AIR FORCE GOLDEN JUBILEE INSTITUTE
SUBROTO PARK, NEW DELHI : 110 010

Guidelines for Filling Online admission form

Session 2021-22

General Instructions:-

1. Kindly download Guidelines, Rules & Regulations and Declaration by the parents & read all instructions carefully.
2. Spelling of name of students/mothers/fathers and date of birth of child will be same as mentioned in the TC issued by the previous school.
3. For fresh admission in class UKG and I, details mentioned in point no. 2 will be same as documents submitted by the parents.
4. It is mandatory to fill all the fields marked (*) in red. In case a field is not applicable to you please mention NA (Not Applicable).
5. Documents like TC, Marksheet, Aadhar card of student, undertaking by the parents etc in jpeg or PDF format and and photograph of Student, Father and Mother in jpeg format will be ready before filling admission form.
6. You are required to take a print of the Acknowledgement Receipt after filling the online admission form.
7. For any query related to filling online admission for please contact the school directly. School contact number is 011-25692819.

RULES & REGULATIONS - SESSION 2021- 22

1. PAYMENT OF SCHOOL FEES :-

(a) School Fees is to be paid on quarterly basis. Each quarter begins from April 1st, July 1st, October 1st and January 1st respectively. Please pay the fees between the 1st and 10th of the first month of each quarter or last date as mentioned in the fee slip. In case of a holiday falling on the last working day of payment the fees will be accepted on the next working day without late fee fine. For fee paid after the due date as specified for each quarter a **late fee fine of `10/- per day is to be added by the parent in fee slips. Bank will not accept fee, if, due fine is not added in fee slip.**

(b) In case, School dues are not paid by the end of the month in which fee is payable the name of student will be struck off from the School Rolls (refer para 5 of chapter VII of School Code) without any intimation on the matter. Re-admission may then be granted at the sole discretion of management after payment of fee as applicable for fresh admission along with late fee fine.

(c) School fees are to be paid online or in the Canara Bank (eSyndicate) in the school and Cheques/Drafts are to be made in favour of `AIR FORCE GOLDEN JUBILEE INSTITUTE' along with three copies of the fee `pay-in-slip'. Non CTS cheques will not be accepted by the bank. The Bank works from Monday to Saturday between 10.00 am To 04.00 pm (**lunch 02.00 pm to 02.30 pm**) & 2nd & 4th Saturday are bank holidays.

(d) The School's Office and Bank shall remain open on all working days even during School vacations meant for students. Parents can pay fees during Autumn break & Winter vacations.

(e) A fine of `250/- will be charged when the fee cheque is dishonored for the first time for any reason, whatsoever. If, the fee cheque of a particular parent is returned by the Bank twice for any reason, the name of the child will be struck off from the School Rolls. (Re-admission may be considered as mentioned in para (b) above).

(f) Fee structure for 2021 – 22 is under revision. Fees, if any, arising out of upward revision of fee structure will be payable subsequently by the parent and will be added in the next quarter fee.

(g) A fine of `10/- per day is charged on absence of the student in class if, any application is not received by the school.

2. STUDENT WITHDRAWALS FROM SCHOOL :-

(a) one month advance notice in writing to withdraw a student must be given to the school.

(b) If, the notice period is short, the fee due on the first of the next month will also be charged in full.

(c) The School will issue a "Transfer Certificate" to a student only after he/she has cleared all School dues. Normally, it would take about a weeks time to issue TC by the School.

(d) At the time of withdrawal of your ward last payment of school dues is to be paid by cash or draft only. Cheques will not be accepted at all.

Cont....2

3. TRANSPORT :-

School has one big and one small bus. Former is used for routes while latter is used for commuting students for various competitions during the day. Additionally, the school hires buses to help students commute.

- (a) Bus routes are fixed at the beginning of the academic session. Please do not request for a change of route in the mid-session.
- (b) To avail the bus facility please fill up the prescribed application form available with the School Bus In charge/Estate Supt. Submit the same before 15th March. You will be required to submit two recent passport size photographs of the student.
- (c) The Bus Fee will be charged for ten and a half months only. The bus fee is to be paid for the entire month even if the bus has been used only for a few days in a month. There is no system of part withdrawal from a bus or a one way charge.
- (d) Please intimate the Office/Class Teacher in case of change of address to help update school records.
- (e) The student must carry the Bus Pass at all times.
- (f) A student wishing to discontinue the use of the school bus must give a one month notice or pay the bus fee in lieu of the notice period. Students of classes X and XII are not allowed to discontinue the bus facility after November. Bus fee for the month will be charged in which withdrawal is taken.
- (g) The bus facility is provided on a 'No Profit No Loss' basis. A sufficient number of students is required to make it a feasible venture. Hence bus facilities cannot be claimed as a right by any parent.
- (h) Students will not be permitted to board the bus or alight from it at any point other than the authorized boarding / deboarding point.
- (i) Students involved in acts of indiscipline especially those affecting the safety and well being of other students will be debarred from using the bus.
- (j) Those who travel by private vehicles will travel at their own risk.
- (k) There is no provision for part payment or part withdrawal in the school run buses.

4. SERVICE PERSONNEL :-

Service personnel of Air Force, Army & Navy whose wards are studying in this institute are required to submit their "Service Certificate" with school office by 20th August of each year failing which the rate of fee shall be charged automatically to NAF Category without any further notice on the subject.

Information on the retirement or leaving the service must be communicated to school office by the parent in writing along with copy of discharge Book/other relevant documents.

5. GENERAL :-

Any student found repeatedly violating School rules and/or discipline or found guilty of gross misconduct is liable to disciplinary action which includes expulsion from the school.

DECLARATION BY THE PARENTS

1. REGARDING RULES & REGULATIONS AND PAYMENTS OF SCHOOL FEES:

Having read the rules & regulation laid down in the School student's diary/School website and being desirous of having my Child/Ward educated in Air Force Golden Jubilee Institute. I hereby agree to abide by them. I have made a careful note of various details regarding the payment of school fees. I have made satisfactory arrangement for the remittance of school fees within due date without waiting for a reminder from the school and will deposit the School Fees by payment methods provided by the schools on or before 10th of every quarter.

2. REGARDING DATE OF BIRTH AND CORRECT NAME OF THE CHILD:

I hereby certify that the date of birth of my child is (in figures)
and.....(i
n words) is correct and spelling of his/her name is
..... (in block letters) I further declare that I shall not make any request for a change either in the date of birth or in the spelling of his/her name.

3. Transport:(✓) :School Bus [] Defence Service Bus [] Own Arrangement []

I Father/Mother/Guardian ofof Class hereby declare that I will not use any Private Van / Unauthorized mode of transport for my ward. In case of school bus not being available in my area I will use only Govt. Authorized / self driven car / car pool driven by parent as mode of transportation and will be solely responsible for the safety of my ward.

4. I shall be responsible to intimate the school in writing about change of my category from serving personnel to Ex-serviceman.
5. I will intimate the school in writing about change of my address or contact details e.g. Mobile numbers, Email addresses etc.
6. I hereby declare that the information filled in online admission form by me is correct to the best of my knowledge & belief.
7. I have read and understood the rules and regulations of the school as mentioned in annexure A.
8. I shall abide by all the rules of the School.

Signature of Father

Signature of Mother

Signature of Guardian

Note: Signature of Guardian will be accepted only if both the parents are deceased.