



# LORVEN PUBLIC SCHOOL

Affiliated to CISCE & State Board

# 84/1, Anekal Main Road, Chandapura, Bangalore – 560 099

Email id: [admissions@lorven.org](mailto:admissions@lorven.org)

Phone #: 080 27833700 / 080 27831666 / 9632517242

Website: [www.lorven.org](http://www.lorven.org)

## Rules & Regulations

- Admission is confirmed only after submitting the required certificates. The submitted documents will be retained at the school till the completion of the course.
- The list of documents required are listed in point # 17
- School schedule, timings and holidays can be aligned as per the requirement from time to time.
- Students are responsible to the institution's administration for their conduct inside and outside the school campus.
- No student is allowed to go out of the campus within the class hours.
- Irregular attendance, negligence of homework, disobedience and disrespect towards teachers and other reprehensible behaviour may entail dismissal from school.
- Fee should be paid on or before the due date, the details of which are made available with the student's counsellor/principal.
- The student shall be deemed to be on rolls officially till a withdrawal application is submitted by the parent to the principal.
- Any claim for the fee refund will be considered on situational grounds and the refund process will take approximately 90 days from the date of the request / application received.
- The management shall not be responsible if any students absconds from the hostel or any mishap happens in the educational tours or picnics, however strict security measure are ensured to avoid such instances. Education tours and picnics are optional.
- No person is allowed to meet students under any circumstances unless an authorisation letter from the parents is provided.
- Parents are not allowed to interfere in the administrative affairs of the school. However, they can approach principal to discuss any concerns.
- Students are prohibited from bringing any valuables or cell phones to the school. The institution will not be responsible for any loss.
- Parents / Guardians are restricted from entering the class rooms / labs / library during the school hours. They shall in no way hinder the curriculum of the school or the child.
- Evening preparatory / study classes that are conducted beyond government prescribed school timings are organised in the best interest of the student's academic progress. If the student does not wish to attend these classes, the parent should intimate the principal in writing.
- Internal transfer from the present branch to any other existing branch will be approved after a thorough review and parent has to pay difference in fees amount and bear the transfer expenses, that may arise in the process.
- Medium of instruction will be English only.

**Declaration by the student**

I hereby declare that I have gone through the rules and regulations mentioned in the application and I clearly understand them. I solemnly declare that I will abide by all the rules and regulations laid by this institution - currently in force and formed from time to time.

**Date:  
student**

**Signature of the**

**Declaration by the Parent/Guardian**

I.....F/O or G/O....., here by declare that I have gone through all the rules and regulations of this institution. I shall be responsible for his/her good conduct and will withdraw him/her from the school if the authorities feel his/her attendance/performance/conduct is not to the satisfaction of the rules laid by the institution. I will be legally liable for the acts of my son/daughter. I will pay all the fees prescribed the institution. I accept the terms and conditions laid down by the institution for the fee structure and I am aware of the fee deduction and refund process. After reviewing the facilities, conditions and rules/regulations of the school, I am will fully admitting my child to this institution. The school shall not be responsible for the outside campus behaviour of the child. If my ward leaves the school campus without permission from the respective authorities, I will not hold the institute responsible and shall bear the responsibility myself. I am informed that such an action on the part of the student may result in expulsion of the student from the campus.

**Date:**

**Signature of the Parent/Guardian**

**Payment in 3 instalments:**

Terms of payment: 1) At the time of admission 2) 1<sup>st</sup> week of August 3) 1<sup>st</sup> week of October

**Fee Details:**

Class	Total Fee	Committed Fee	Amount in words

**Registration fee details:**

Date	Admission No	Amount	Mode of payment

Signature of the Managing Trustee  
FAQ:

Signature of the Principal

Signature of the Parent

- Is it full-time/part-time? Full time (9:00 AM to 4:00 PM)
- When are classes held? 6 days a week (Saturday half day)
- Is class online or in-person? In person
- Are there special requirements for students? Mentioned in "Requirements to apply bulleted out."
- In house tuitions / special classes will be conducted for weak students

**Application Process:**

- Applications will be available from DEC 2016 onwards for the academic year MAY 2017 – APR 2018
- Download the application form from the website <http://lorvenpublicschool.org/admissions/> or collect the application form from the school directly by remitting Rs 500/-
- Fill the application and hand it over at the school office in person or through post ○ Note: if the application form is downloaded directly from the website then a DD worth Rs 500/- has to be attached along with the application form. □ Selection will be based on written test and interview.

**Requirements to apply:**

- Child must have attained certain age as per the guidelines provided by the government
- The child will have to clear the written test and the interview (Written test is applicable for the admission from UKG to Class 10<sup>th</sup> (X Std)

Date:

Place:

Signature of Parent/Guardian

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**Office purpose only**

Admission to Class: ..... Syllabus: .....

Date: .....

Admission No: .....

Fee Receipt No: .....

PRINCIPAL

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**Acknowledgement/Cash Receipt**

Management Trustee/Principal Name: .....

Date: .....

Phone No: 080 27833700 / 080 27831666

Student Name: .....

Parent/Guardian Name: .....

Class: .....

Amount: .....

**Authorised Signatory**