



PRUDENCE
International School
& Junior College



UNIVERSITY of CAMBRIDGE
International Examinations

CAMBRIDGE INTERNATIONAL CENTRE

42, G.D. Ambekar Marg,
101-India Printing House, Wadala,
Mumbai-400031.
Phones:(022) 24141516, 24174725
www.prudence.edu.in

Campus :
Apta Phata, Mumbai-Goa Highway,
Panvel, New Bomaby, Maharashtra..

Changing India with Power of Education



APPLICATION FORM FOR ADMISSION

PART 1 : BIOGRAPHICAL INFORMATION

1. Please select prefix : Mr Mrs. Miss Ms.
2. Name : Last : _____
First : _____
Middle : _____
3. Preferred Name (Nickname): _____
4. Gender : Male Female
5. Date of Birth : D D M M Y Y Y Y
:
6. Citizenship India Other (Please specify county)

PART 2 : CONTACT INFORMATION

1. Permanent Address : _____

2. Telephone Number : Home : _____
Mobile : _____
3. Mailing Address : _____
(If different from above) _____

4. Email Address : _____
5. Emergency Contact : Name : _____
Address : _____

Telephone : _____

PART 3 : ENROLLMENT PLANS

1. Please select any 3 subject you wish to study, English is a compulsory subject.

- English Language (Mandatory)
- Economics
- Business Studies
- Accounting
- Law
- Geography
- Sociology
- Psychology
- Political Science
- Art
- Music
- Biology
- Chemistry
- Physics
- Maths
- Further Maths
- Computer Science

2. State the purpose of doing this course : _____

3. What languages can you : Speak : _____

Read : _____

Write : _____

4. Where do you intend to pursue further education after completing your studies at Prudence?

: India Other (Please specify country)

PART 4 : EDUCATION AND ACADEMIC INFORMATION

1. Please provide the names and locations of all high schools you have attended, as well as your (expected) graduation date from the high school you most recently attended.

Name	Address	Dates of Attendance	Graduation
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2. Please list grades achieved at all schools you have attended.

Name	Subjects	% of Marks & Division
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10. Students should report at least 10 minutes before commencement of classes.
11. Parents should keep a proper track of their wards performance by contacting the Principal on a regular basis. Parents must attend all the performance meets organized by the school and visit the campus urgently when summoned for. Non compliance may cause restriction on the concerned or an appropriate action as required. Parents must attend the Parent Teacher Meeting.
12. Students must maintain a perfect hygiene and grooming standard to meet the schools' requirement.
13. The school will not be responsible for the loss or theft of any valuables or the students' property from the school campus. Such articles if any should be restricted completely for the students' own benefit.
14. Visiting girls' accommodation by boys at any given point of time will be considered as a very serious offense.
15. Failure of completion, absenteeism, improper conduct, misbehavior will result in termination or dismissal without any prior notice. Such students will not be permitted inside the campus unless accompanied by parents.

C) THE SCHOOL RIGHTS :

1. As the demands of the industry and educational techniques continuously change, the institute reserves the right to improve/modify/change the affiliations/premises/course/curriculum.
2. The institute has the right to revise the fee structure according to the change in affiliation/premises/course/curriculum.
3. The institute has the right to change any of the existing rules and frame new ones as found necessary.
4. Non compliance of any of the rules of the school may be dealt with cash fines/warnings/suspension/termination.
5. The school will not be responsible for any damage to or loss of any valuables of the students either on/off premises.
6. For any dispute the legal jurisdiction is Mumbai.

D) FEES :

1. Fees once paid will not be refundable under any circumstances. In case of the cancellation of the admission the student should note that admission fees and any other one-time fees will not be refunded under any circumstances.
2. Any matters related to fees should be dealt with first priority and should be considered important.
3. Delay in the payment of fees will not be accepted. In such case late fees and installment charges will become applicable. The fees should be deposited on or before the dates mentioned in the fees structure. In case of delay there will be a fine of Rs150/- per day until the payment is deposited. The school will not be responsible for any delays.
4. Students failing to pay their fees as per schedule should hereby note that they will not be liable for any refund of fees/deposits at the end of the course. The school will hold the right to hold such deposits permanently to due matter.
5. Students who quit the course in mid-course are not liable for any refunds.
6. All extra charges including uniforms, student kit, registration fees, medical charges, student activities should be paid in advance before the semester starts as applicable.

DECLARATION BY CANDIDATE AND PARENTS

I have understood all the above information and accept and assure to abide by the rules and regulations. I have understood that the school has the right to alter, improve, modify, and change along with the increase in the fees of the affiliation, course and curriculum. I understand that I could be suspended or terminated for indiscipline activities. I agree to pay cash fines relating to any breach of the schools' rules. I have understood the fee structure and agree to pay all fees on time without any letters of reminder.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Date:

Date:

PART 5 : DECLARATION

I am _____ son/daughter of _____
hereby solemnly declare that the particulars furnished in this application form are true to my knowledge and I shall abide by the rules & regulations of this School now in force and as amended or altered from time to time during the term of the course. I shall agree to attend the Classes regularly.

I have studied the fees structure and the payment schedule and shall abide by the same.

I hereby choose to pay my course fees in Full or Installments

I hereby, also agree to pay the installation charges levied by the school for choosing the mode of payment in installments.

PART 6 : TERMS & CONDITIONS

1. In case of cancellation or termination of admissions, the admission fees / registration fees and any other one-time charges are non-refundable.
2. This declaration is subject to my final admission as a student at the school.
3. The right of admission is reserved with the management of the School.
4. Change of course once the form is submitted is not allowed under any circumstances.
5. Please submit complete application form to.

Corporate Office : **Prudence International School & Junior College**
42, G. D. Ambekar Marg,
101-India Printing House,
Wadala, Mumbai-400 031

Date: _____

Place: _____

Signature of the Candidate

Note: All payments should be in favour of "RENAISSANCE EDUCATION PVT.LTD."
Payment will be accepted only by Cash /Cheque/DD or Direct Deposit.
Fees should be deposited in A/C No.0530002109007023-Punjab National Bank

FOR OFFICE USE ONLY

Roll No. _____

Interviewed On _____ Admitted On _____

Documents to be attached with application form(2Attested Copies).

1. S.S.C./ IGCSE/(O levels) / C.B.S.E / I.C.S.E Marksheet
2. 5 Color Photos
3. School Leaving Certificate
4. Residential Proof
5. Ration Card

If any of the above documents are not attached, the same has to be submitted on or before the 1st day of School Commencement.

Authorized Signatory: _____

Date : _____

Please Print Full Name: _____

RULES AND REGULATIONS OF PRUDENCE INTERNATIONAL SCHOOL & JUNIOR COLLEGE

A) ACADEMIC RULES:

1. Students are supposed to follow the rules laid by the school failing which they would have face disciplinary actions in the form of cash fines, warnings, termination or dismissal as per the decisions by the management.
2. 100% attendance is a compulsory criterion to appear for the final examination failing which the student has to repeat the year/semester by remitting the complete fees as proposed by the management.
3. The students' attendance throughout the day of the school is a must. Anyone failing to attend even a single lecture would be marked absent for the day and would have to face action with regard.
4. Late reporting after vacations to the class, misconduct, indiscipline has cash fines.
5. Students are supposed to maintain proper books and records separately for different subjects, which should be duly certified and presented on demand for scrutiny. Incomplete records will not be entertained.
6. Students will make maximum utilization of the library facility. Books deposited late or damaged would attract a fine or Rs. 10/- per day or the cost of the book as applicable at the discretion of the Librarian. Students can take a library book for the reference of 7days. The book can be renewed for an extended period of 7days. Book should be returned on the 15th day, failing there by a penalty of Rs 10/- per day will be levied.
7. Students would be required to represent the school for various events at different venues and occasions. These events stands compulsory for all the students and failing to comply which will attract strict disciplinary action.
8. Students should always be well dressed in their school uniform.
9. Identity cards issued to students are non-exchangeable and non-transferable. Identity Cards provided should always be worn at a well to see position. Any loss or damage of identity cards should be immediately reported and a new Identity card will be issued on the payment of Rs. 250/- Students without Identity cards will not be permitted to attend the academics.
10. Students should not hand over their Identity Cards to anyone except for any of the authorized staff members. Misuse can attract a severe stern action by the school. The authority may ask for the surrender of Identity Cards for a justified purpose.
11. Students should submit proper identification documents to the Registration Office.

B) RULES OF CONDUCT :

1. Behavior and conduct of the students in the classes as well as in the school premises and elsewhere should be strictly in accordance with the academic pursuit. The rules are meant to be followed without any time limits. The decision of the faculty will be treated as right in case of any case of conduct or misconduct.
2. Students should make it a point to wish the staff members' everyday and respect them hence follow the etiquette and professionalism that the school requires.
3. Students should take proper care of the school's property and keep the premises neat and clean Cost of any damage to any of the property would be duly recovered in cash from the concerned student(s).
4. Smoking, drinking, gambling, consuming or supplying drugs, ragging, eve teasing, using abusive language would be subject to cash fines/warnings/suspension/termination.
5. Change of address/ Telephone numbers Should be intimidated with urgency in writing to the institute only by the concerned parents/ guardians. Communication to such faculty addresses would be considered genuine and management action would be initiated without further notice. No verbal communications with regards will be accepted.
6. Students are supposed to maintain a proper academic environment in the school campus without causing any nuisance or misconduct thus promoting the quiet and serene spirit of the school.
7. Students are permitted to utilize only specific areas during the school hours. Students not effecting the above instructions will attract disciplinary action. Students found missing the school property would be treated with cash fines and restrictions may be imposed.
8. The medium of conversation on the campus would be English only. Non compliance of this rule during the course would attract fines/warnings.
9. Students should always remember and understand the civil independence of every individual and should respect it. Students found guilty in such case would face stern actions. The school follows a zero tolerance policy in such circumstances.