



BOARDING

GUIDE BOOK

FOR BOARDERS

**PAGE OF CONTENTS**

01	ABOUT DPS BOARDING
02	FACILITIES & FEATURES
03	BOARDING MANAGEMENT
04	ACCOMMODATION
05	HOSTEL TIME TABLE
06	CODE OF CONDUCT
07	SECURITY & SAFETY
08	FINES
09	RIGHTS OF AUTHORITY



ABOUT DPS BOARDING

BOARDING is one of the important facilities offered by Dadhichi Public School, as a part of its quality drive for holistic education. It provides separate hostels, both in- campus for boys and girls. AC Hostel rooms are offered to students for their comfortable stay during their two-years' study at DPS. All the hostels have attached canteens serving hygienically cooked Indian and Chinese foods. Hostel life at DPS is provided with all the amenities which make it a second home for outstation students, "a home away from home".



Facilities & Features *in DPS Hostel*

- Hygienic Kitchen and Dining Halls
- Good quality Indian, and Chinese Foods
- Cafeteria for refreshment
- Homely Ambience
- Caring Staff for students' well-being
- Gymnasium
- Doubt-clearing Classes
- Yoga & Meditation Classes
- Stress Management Session
- Facilities for Indoor and Outdoor Games

BOARDING MANAGEMENT

Overall Hostel Administration with in charge of work execution, functioning and discipline along with all day to day affairs of the Hostel:-

Mr. Basudev Biswal (Director F&A)

for Academic Help: -

Mr. Sangram Keshari Pattnayak, Director Academic

DPS Hostel is smoothly Managed by:-

Mr. Prabhat Kumar Padhi (Director Project)



BOARDING COMMITTEE

- 01.Mr. Debendra Nath Bhatta, Principal
- 02.Mrs. Indira Dash, Vice-Principal
- 03.Mr. Pramod Kumar Swain, Sr. Teacher.

BOARDING MANAGERS

Mr. Priyaranjan Dash
Mob: +91 98618 37135, 90901 46145

Mrs. Gayatri Parida
Mob: +91 79789 40245

FLOOR COORDINATOR

Miss Smruti Rekha Nayak
Mob: +91 88478 77439

Mr. Purna Chandra Biswal
Mob: +91 63714 52240



DISCIPLINARY COMMITTEE

For smooth administration of hostel affairs and to ensure hundred percent discipline among the hostel inmates, there exists a high-power DISCIPLINARY COMMITTEE for DPS hostels comprising of a number of representatives nominated by the School Management. Apart from rewarding the good conduct of the boarders, the Disciplinary Committee also discharges the responsibility of adopting appropriate measures for the deviant behaviour of errant students who break hostel discipline by going against hostel norms. Presently, the members of the Hostel DISCIPLINARY COMMITTEE are:

Mr. Debendranath Bhatta, Principal DPS

Dr. Satyabrata Sahu, Co-Academic

Mr. Priyaranjan Dash

Mrs. Gyatri Parida

ACCOMMODATION

Hostel accommodation is available to the students after admission in class - XI/XII (Residential plan). School has several separate residential houses within the school campus. Girls and Boys reside in separate Boarding house. The Boarders live in the comfort of luxurious and air-conditioned boarding rooms.



TENURE OF OCCUPANCY

- Initially, during first year of admission, the boarder will be provided with hostel accommodation ordinarily for a period of one year. Thereafter they may be shifted to different hostels.
- Boarders shall occupy the hostels allotted to them till the day following their final examination of the last academic year.
- Boarders are not allowed to retain possession of the hostel rooms under their occupation or lock up their luggage in their rooms during the vacation

SUNDAY / HOLIDAY

Morning Yoga - 7.00 a.m. to 8.00 a.m.

1st Sunday - Mass Outing (Girls)

Movie Show (Boys)

Spiritual Class (Evening)

2nd Sunday- Parents' Outing (9.00am to 6.00pm)

Career Counselling (Evening)

3rd Sunday - Mass Outing (Boys)

Movie Show (Girls)

4th Sunday - Parents' Outing (9.00 am to 6.00 pm)



Hostel Time Table	
Wake up Call	5.30 a.m.
Yoga	6.00 am
Bath & Dress up	7.00 a.m.
Breakfast	7.30 am to 8.15 a.m.
Assignment Work	8.30 a.m
CBSE Classes	10.00 a.m. to 4.00 p.m.
Lunch	1.00 p.m. to 1.45 p.m.
Game	4.15 p.m. to 5.35 p.m.
Snacks	4.45 p.m. to 5.35 p.m.
Prayer	5.45 p.m
Evening Guided Class	5.45 pm. to 7.45 p.m.
Dinner	8.30 p.m. to 9.30 p.m.
Silent Study	9.30 p.m. to 11.30 p.m
Switching off Lights	11.30 p.m.

- Birthday celebrations are permissible only at tea time in the dining hall with the permission of the Floor Co-Ordinator and approval of the principal.
- Boarders while going out of the hostel have to register in “OUT” biometric machine & when coming back to the hostel have to register in “IN” biometric machine.
- When boarders are taking leave from the hostels, they have to register their exit in “OUT” biometric machine along with submission of Hostel Leave Form.
- Any unauthorized absence from the hostel shall be viewed seriously and disciplinary action as deemed fit shall be taken. As the first step, a boarder who leaves the hostel without prior permission may be denied entry back to the hostel.



CODE OF CONDUCT:

Basic Rules and Regulations

1. Submission of Hostel Admission Form duly filled in with required documents is mandatory for the Boarders.
2. Room, once allotted to a student, will not be changed unless the dealing authority feels there is a deserving or valid need.
3. Before possession of room, the student has to sign on the ledger mentioning items issued against him/her.
4. As a group of (pre-defined) students will be accommodated in a room, the responsibilities of lock & key will be borne by one of the room mates.
5. All room mates are responsible for proper maintenance of their room items with neatness and cleanliness of their respective rooms & common area.
6. Parents, Visitors and Day Scholar students are not allowed to stay in the hostel at any moment.
7. All residents are required to produce, whenever asked, their valid Identity Cards issued to them by the school.
8. Residents must also take care of the Hostel and its environment. The rooms, common areas and surroundings of the Hostel should always be kept clean and hygienic.
9. Walls must not be spoilt or disfigured by pasting notices, photographs or any other materials.
10. If any maintenance work (Civil, Carpentry, Electrical and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.
11. No boarders will engage any personal attendant for their personal use.
12. No boarders will indulge in acts like smoking, consumption of alcoholic drinks, drugs, gambling, intimidation, willful damage to property, use of abusive language, cooking in the room or in the Hostel premises, use of electronic gadgets etc.



13. The following documents are to be submitted by the Parents at the time of reporting of their wards in the hostel.

- Hostel Admission Form duly filled in. (Email ID and Contact number. (Annexure I)
- Submission of Health Card of the student duly filled in with a Fitness Certificate by a Regd. Medical Officer. (Annexure-II)
- All the boarders have to furnish the Disciplinary Undertaking (Annexure - III) before availing the hostel accommodation.
- Submission of Anti-Ragging Undertaking. (Annexure-IV)

Materials provided to Boarders

The following items will be provided to each boarder by the School:

SL NO	MATERIALS	QTY
01	MATTRESS	1 no
02	SCHOOL UNIFORM	2 pairs
03	ACTIVITY UNIFORM	1 no
04	TIE	1 no
05	SCHOOL BLAZER FOR WINTER*	1 no
06	APRON*	1 no
07	SCHOOL BAG	1 no

*** On payment basis**

Leave

- I. Hostel leave ordinarily shall not be allowed to any boarder except for weekend visit to home/Local Guardian with prior permission. However, in case of emergency, leave can be considered with permission of the authorities. For long duration leave (exceeding 2 days), prior permission of the Principal/Vice-Principal.
- II. The application for leave should reach the hostel office at least before three days. In case the date prior to the date of leave is Sunday/holiday, the date of application should be the previous working day.



- III. A boarder can avail maximum two weekend leaves in a month.
- IV. For the weekend leave, he/she has to take prior permission from the Boarding Manager.
- V. He/she has to comply to the prevailing formalities of the hostels in this regard.

Sick Leave

In case of illness, a boarder can avail leave with permission from the Vice- Principal.

On joining, the boarder has to produce a Medical Fitness Certificate in the hostel.

Personal Tragedy

In case of personal tragedy, a boarder can avail leave with due permission from the principal.

Academic Requirement

For any academic requirements of the school, if a boarder has to remain on leave, he/she has to take necessary permission from the School and apply for leave from hostel to the Vice-Principal.

Important Family Function

A boarder may avail leave to attend important family functions held for immediate family members. She/He has to take necessary permission from the School and submit the leave form to the Vice-Principal

Additional Rules Regarding Leaves

Boarders can avail vacation as follows : 1. Durga Puja, 2. Winter Vacation, 3. Summer Vacation. Leave for four days at a stretch may be granted only on special request by Parents on the following occasions.

- I. When a student or a family member is sick.
- II. Wedding of own brother or sister.



- III. Other than that, the causal leave may be granted on the written application from the Parent to the Principal recommended by the Vice Principal.
- IV. Boarders are not allowed to take leave during Examination period.
- V. Boarders remaining absent beyond sanctioned leave period without information have to pay Rs. 500/- per day towards penalty.
- VI. Parents have to receive their wards on last working day after getting the notice for vacation from the School/Hostel Authority.

Local Guardians and Rules

- Details of Local Guardian along with the undertaking for bearing the responsibility of the student during any emergency & indisciplined activity in the absence of the Parents.
- Undertaking of the Parents recognizing and authorizing the Local Guardians (who should not be less than 26 years of age).
- Parents can appoint two Local Guardians at a time

Parents and Local Guardian visiting rules

- All visitors to the hostel including the Parents/ Guardians will have to make necessary entries in the Visitor's Book available at the hostel entrance with the reception.
- Visitors and Parents are not allowed to meet their wards in the hostel rooms. They should meet them in visiting Halls/Waiting Lobby/ Hostel Office

CANTEEN RULES

1. The Canteen timings are as follows and the students should strictly adhere to this timings.
Breakfast - 7.30am to 8.15am
Lunch - 1.00pm to 1.45pm
Snacks - 4.45pm to 5.35pm
Dinner - 8.30pm to 9.30pm



2. The system of self service will be followed in all the canteens. The Quantity of food will be unlimited except in the case of special item.
3. Students can entertain their parents as guest on prior intimation to their floor co-ordinators & on production of guest token.
4. Students are not permitted to enter the kitchen or store room of the canteen in any situation.
5. Students are not permitted to cook any food on their own in their rooms.
6. Students will not be permitted to take food out side the canteen without medical ground and necessary permission from the pharmacist. None can take canteen utensils such as spoon, fork etc. to his/her room.
7. No student shall waste food and one should leave the dinning hall immediately after completion of his/her food.
8. Students are not permitted to dine in the canteen other then the scheduled time.

Laundry Rules

Laundry facility is provided twice in a week. Both wet cleaning and ironing are offered. A Student can give maximum 5 nos of clothes at a time. Under garments are not allowed for laundry. ***This facility will be provided on payment of Rs. 5000/- per annum.***

UNIFORM AND PRESENTABILTY

It is mandatory for all the boys and girls to wear their specific uniform on all the School days. All must appreciate that School Uniform, gives an identity and equality in the School. Students have to wear the regular uniform i.e. – regular school shirt and pant, skirt(girls), tie, belt, socks, shoes on every school day except Friday. On that day they will wear House uniform i.e. house t shirt, house track suit, house shoe and shocks provided by the school. Decent hair cut, clean shave and proper nail cut is mandatory for all students. Without proper clean uniform, and perfect presentability (proper haircut and shaving, nail cut) no students will be allowed to attend the class.



PHARMACY AND MEDICATION: RULES

At the time of hostel entry, parents should fill up Medical History form with full details of Medical History of their ward like any regular/emergency medication required, allergies and any other relevant information. The form can be obtained from the school website(www.dadhichipublicschool.com) and must be submitted at the time of hostel entry. Students have to submit their medicines and authenticated prescriptions to their floor coordinator at the time of hostel entry. Parents must ensure that their wards understand their responsibilities using their own medication, for example, 'using an inhaler for asthma'. School has its own First- Aid Chamber, Emergency Vehicle and two caretaker (one gents and one lady)

In case of minor medical issues like fever, cold, loose motion, Pharmacist will look into that and may also prescribe the medicine to a certain condition but in major cases, he/ she will take them to our partner Hospital (Adaspur & Mahidharpada Govt hospital) after the Parent's consent. The expenditure in the Hospital will have to borne by the parents. Parents may take their ward for their own treatments at their own level too.

Miscellaneous (Other Rules)

1. Physical Exercise and yoga are compulsory for all boarders unless they are exempted by the School Medical Officer. Separate schedules are fixed for boys and girls in the evening games at the sports ground. Boarders have to wear tracksuits during sports and yoga which have to be bought from school-designated shops along with the uniform.
2. Parents and Local Guardians can contact their wards through the Hostel Floor Co-ordinator concerned.
3. Students will be punished for disfiguring the walls, use of abusive language, unruly movement in the corridors or their indulgence in any act of indiscipline.
4. Serious offences like cheating in examinations, stealing, physical violence or damaging school property shall be dealt



- with severely and could mean suspension/expulsion from the hostel depending on the gravity of the offence.
5. Students will not be allowed to keep smart phones. A fine of Rs. 5000/- will be imposed on defaulters and the smart phone will be confiscated. Repetition of the offence will lead to the accused student's expulsion from the hostel.
 6. We allow borders to bring a keypad mobile phone (no smartphone) that needs to be handed over to their Floor coordinators. They can use their phone at a specific time and for a particular duration (10 minutes per day) to talk with their parents only. The phone will always be with the floor coordinator except during the specified time for interaction with the parents.
 7. Parents who want to meet their wards are supposed to mention their names in the Visitors' Register.
 8. Meeting is permissible only on hostel campus.
 9. Boarders are not allowed to step out of hostel campus even with their Parents or Guardians without prior permission of the Principal/ Floor Co-ordinator/Boarding Managers.
 - 10 Eatables like fast food items from the market are not allowed to the hostel.
 11. Students are not allowed to possess any costly belongings.
 12. Parents should fix a time for visiting their wards without causing disturbances to them.
 13. Visiting days will be on 2nd and 4th Sundays of every month from 9.00 a.m. to 4.00 p.m.
 14. Parents can meet their wards on other days with prior permission of the Principal.



SECURITY & SAFETY

- Boarders are required to carry their ID Cards at all times in the compound of the hostel complex and produce it on demand by the authorities.
- Boarders are advised to lock doors when they leave the room for security reason. The authority is not responsible for any loss of private property. Boarders are strongly advised to lock all their valuables e.g. watches, money etc. at all times.
- Boarders are not permitted to change rooms or sleep anywhere other than in their designated rooms.
- The boarders are advised not to keep large amount of cash or valuables in the rooms. The boarder is responsible for the safety of his/her belongings inside the room.
- All boarders must take care of their ATM/ Debit/ Credit Cards. They must not disclose their PINs to anybody, even to their best friends.
- Any boarder who finds his/her room-mate missing must report to the authorities immediately. This is to enable the hostel authorities to take immediate action.

Sl No	Indisciplined Activity	Fine (Rs
01	Overnight absence from the hostel without prior permission	500
02	Leaving hostel without making entry in the Movement Register	500
03	Negligence of study hours/silence hour	500
04	Lack of cleanliness and tidiness in the room	100
05	Disfiguring & spitting in the corridors, walls, windows, rooms and verandah or in any other area of hostel premises	500
06	Misuse of energy, tampering with study tables, computers and any other belongings in the hostel	500
07	Misbehaviour to any staff of the hostel	5000



08	Inviting any outsider to the hostel	500
09	Damaging any property of the hostel	Price+10%
10	Disrupting silence during study/silence hours	500
11	Late arrival in the hostel after the fixed time	50
12	Staying in the hostel without any valid reason during the class hour	500
13	Possession/Consumption of liquor	5000
14	Possession/Consumption of narcotics	5000
15	Possession/Consumption of cigarette	5000
16	Harassment to fellow boarders and misbehaviour of any form	2000
17	Making loud noise of any form and listening music with high pitch in the hostel premise	2000
18	Holding meeting/organising non-hostel-related activities without permission	2000
19	Celebration of Birthday inside hostel (Fine on the student whose birthday is being observed without permission)	5000
20	Damaging hostel property by bursting crackers/playing colours	5000
21	Boarders found absent during roll call hours in the room	500
22	In-disciplinary activities in the dining hall	500
23	Uses of prohibited electrical appliances	2000
24	Non-registration of entry/exit in the biometrics attendance system	200
25	Any violation of School rules	1000
26	Disobeying an order of suspension passed on him/her	1000
27	Creating Nuisance/Disturbance/Physical assault to fellow boarders	1000
28	Possession and use of mobile phone	5000



RIGHTS OF THE AUTHORITY

- a) Any breach of these rules by the boarders will invite an inquiry/action that will be conducted by the Disciplinary Committee.
- b) If situation so warrants, a boarder can be suspended from the hostel varying from short to long duration as a prima-facie action pending inquiry. This will be notified by the hostel authorities.
- c) Ordinarily, settlement of disciplinary action will be based on the report of the Disciplinary Committee constituted for the purpose.
- d) While conducting the final inquiry, it will be ensured that opportunity is given to the boarder to present his viewpoint.
- e) If the boarder is found guilty, the appropriate authority will take disciplinary action as deemed fit. Depending on the gravity of the case, the school authority reserves the right to take direct disciplinary action, amounting to even expulsion from the hostel at short notice.
- f) Notification of all disciplinary action will be made by the hostel authority with the approval of the School Management.
- g) The management reserves the right to change these rules from time to time keeping the boarders informed through general circulars displayed on the hostel notice boards or through the e-helpdesk of hostel.
- h) The boarder must vacate the hostel on emergent ground within 12 hours of notice.
- i) Sample Disciplinary actions are given below. However, the Disciplinary Committee reserves the right to propose other be fitting disciplinary measures.
 - Issue of written/verbal warning.
 - Place on probation for conduct-rectification.
 - Ask to tender verbal/written apology.



- Ask to call his/her parents to submit undertaking by the parents
- Suspend him/her from the hostel temporarily or permanently
- Record of his/her misconduct will be made in the personal file and intimated to the School/ Parent
- The cost of any damage will be fully recovered from him/her together with penalty.
- He/she will also be fined commensurating to the nature of the offence committed or as decided by the committee.
- In case of the inter-hostel dispute/conflicts a committee headed by Principal will take appropriate actions after inquiry.



DADHICHI PUBLIC SCHOOL
Student's information sheet

STUDENT'S DETAIL

NAME OF THE STUDENT		Affix recent passport Size photo here
CLASS		
SEC		
ADM.NO		
DATE OF BIRTH		
BLOOD GROUP		
HEALTH STATUS (any chronic disease)		

PARENT'S DETAIL

NAME OF FATHER		Affix recent passport Size photo here
ADDRESS		
OCCUPATION		
PHONE NO		
(II)NAME OF MOTHER		Affix recent passport Size photo here
ADDRESS		
OCCUPATION		
PHONE NO		
E – MAIL ID OF FATHER		

LOCAL GUARDIAN'S DETAIL

NAME OF GUARDIAN 1		Affix recent passport Size photo here
ADDRESS		
OCCUPATION		
PHONE NO		
NAME OF GUARDIAN - 2		Affix recent passport Size photo here
ADDRESS		
OCCUPATION		
PHONE NO		

Sign. Of Father

Sign.of LG (1)

Sign.of Mother.

Sign.of LG(2)

**MEDICAL HISTORY FORM****DADHICHI PUBLIC SCHOOL**

Name : Class : XI/XII: Sec :
Stream : Science Boarding Type : Res/DS/DB : Age :
Yrs. Sex: Height: Weight: Kgs, Blood Group:

STUDENTS'S HEALTH HISTORY

Whether your child suffered from any of the following diseases in the past? If yes, please provide details:-

Chicken Pox, Measles, Tuberculosis, Hepatitis A/B, Typhoid, Meningitis, Asthma, Recurrent Tonsillitis/ Sinusitis, Kidney Problems, Heart Problems, Skin Problems/Allergy, Hearing Problems/Hearing Aids, Orthopedic Problems/Joint Pains, Congenital Problems, Diabetes, Others..

ALLERGIES

DRUGS: Yes / No. If "Yes" Please state which drug and treatment that has been or is being given

ASTHMA: Yes / No. If "Yes" Please state which drug and treatment that has been or being or is being given

OTHER : Yes / No. If "Yes" Please state which article / substance and treatment that has been or being given

INJURY / OPERATION

Injury : Nature Date :

Operation(s) : Nature Date :

KNOWN MEDICAL ILLNESS / CONDITIONS

Does your child suffer from any medical illness / conditions for which he/she takes medication to control symptoms?

Had the student ever used services of a Psychologist, Therapist or Psychiatrist? Yes/No. If "Yes", give details.

Please attach Physician's prescription and advice.

Signature of Parent



Provisional Medical Certificate:-

This is to certify that I have conducted a thorough medical examination of and find that he / she is in a fit state of physical & mental health to join a residential school and does not suffer from any infectious / contagious disease. He / she (tick one) ☐ is not ☐ permitted to participate in games and physical education activities.

Remarks / restrictions

Date Regn. No. Signature & Stamp of Medical practitioner

Name of Medical Practitioner

Address City PIN code Country

Emergency Contact No. Office Residence Mobile

LEGAL CONSENT STATEMENT – MUST BE SIGNED

I/ We _____ authorize DPS. Educational Group to arrange for the necessary medical tests, treatment, or emergency procedure such as surgery, diagnostic tests, the administration of any anesthetic (general, spinal or local) and blood transfusion, which may be necessary for my child _____. This will be based upon the professional judgment of licensed medical and nursing personnel of DPS. Educational Group or any other licensed Professional to whom it may be necessary to refer my child.

Signature of Father / Guardian Signature of Mother

Name in Block Letters Name in Block Letters

Dated Dated

MEDICLAIM POLICY

Please mention Mediclaim Policy details, If any. (*Attach a photocopy of the Policy documents.*)

Student's Name Grade

COVID HISTORY

Did the child or anyone in the child's family suffer from COVID-19 ? Yes ☐ No ☐

If Yes, then provide details. Patient Name

Relation of Patient with Child Month Year

FOR OFFICE USE ONLY

Registration No. Date of Receipt of Application

Admission No. Medical ID

Remarks

DISCIPLINARY UNDERTAKING

I, Mr _____, Son of Mr./Mrs of _____
(Address) _____ at
present in Class XI do undertake that,

1. I will fully abide by the rules and regulations of the School and hostels.
2. I will never involve myself in any activity detrimental to the reputation of the Institution.
3. I will put forth my grievances to the appropriate authority individually and refrain absolutely from initiating group action.
4. I will immediately respond to the queries/orders of the authorities at any point of time.
5. I will be responsible for any damaging activities resulted due to propagation of rumor by me.
6. I will be debarred from appearing examinations/class promotion if I do not attend classes regularly and secure the required percentage of attendance.
7. I will report to the Vice Principal periodically as decided and notified by the authority from time to time.
8. I will maintain the study hours, reading room hours of library and hostel hours as notified by the authority from time to time.
9. I will completely refrain from acts like smoking, consumption of alcohol and drugs and use of abusive language in the hostel and campus.
10. I will never involve myself in any sort of harassment to the students of the school either individually or in group.
11. I will not keep in my possession any costly articles, electronic gadget and personal ornaments.
12. I accept all the terms and conditions of the Hostel.
13. I do not have any objection if the authorities expel me from the School or debar me from any facilities if situation so warrants.
14. I do not have any objection if the authorities initiate police action against me if the situation so warrants.

Certified that I have gone through the provisions of the undertakings thoroughly and I do not have any objections to any of the provisions of the undertaking. I am signing this undertaking without any fear and compulsion.

Sign. Of the Boarder furnishing undertaking

Sign. Of the Parents

Signed in the presence of

(Father/Mother/Guardian of the Boarder)

ANTI-RAGGING UNDERTAKING BY THE STUDENT

1. I, _____
S/O, D/O of Mrs/ Mr. _____
having been admitted to School, do hereby undertake that I shall always abide by the rules and regulations of the school and the Hostel as well. I assure you of my compliance to the principles on anti-ragging as laid down by the School's Disciplinary Committee.

2. I declare that I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of student

Signature of the Parents