



## RICHMOND INTERNATIONAL SCHOOL

268/3/B, Orutota Road, Mudungoda, Gampaha. Tel: 033 2320 777

Email: info@richmondsl.com Hot Line: 077 151 99 77

### APPLICATION FOR ADMISSION OF A STUDENT

Full Name (Underline Surname)										
Date Of Birth	Religion									
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Age on (1 <sup>st</sup> January 20..... [.....])										
<b>Parent's religion</b>										
Father	Mother									
Permanent address										
<p>I have read and accept the terms &amp; conditions of admission overleaf and the Rules &amp; Regulations, copies of which I have received.</p>										
Signature of Father/Mother/Guardian	Date									
FOR OFFICIAL USE ONLY										
Admit to Grade ..... in ..... Term 20 .....	Admission <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> Number >>									
COMMENTS :										
Principal's Signature .....										

## PARENT SURVEY

### Richmond International School

Application No.: .....

Detail application, Admission of student for year 20...., Grade..... .

Student's Name: .....

	Father/(Guardian)	Mother
Name		
Highest Educational Qualifications		
Occupation		
Place of work		
Address of Workplace		
Letter of Employment Confirmation or Business registration documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Residential Address		
Contact Numbers	Mobile : Land Line:	Mobile : Land Line:
Email Address		
Distance from home to school		
Other Children		

## TERMS AND CONDITIONS

The fees are subject to increase in the future, if and when necessary.

- All payments will be subjected to taxes imposed by the government.
- School fees should be paid in full on or before the commencement of each term. Please note that the school will not extend or accept any requests made by parents over any delayed payments.
- A student who will be in default of the payments before the commencement of the relevant term or absent from the school for one month without approval, the student will automatically forfeit her/his studentship from the school.
- The school will not refund any payment requests except the refundable fee.
- If the student has attended the school during the term even for a day, he/she is liable to pay the full amount of the relevant school fees.
- Once the necessary school fees have been paid, the process for issuing student leaving certificates will start.
- The board of management reserves the right to change the above terms, conditions, and discounts and add or reduce the number of sports/clubs/ societies the school offer.

**I hereby confirm that I have read and understood fully the above terms and conditions and will abide by same.**

.....  
Parents/ Guardian Name

.....  
Parent's/ Guardian Signature and Date

**Please submit the below mentioned documents in order to the School Office** in order to arrange an interview for the parents and thereafter we will be giving a date for the placement test for the child.

- Original Birth certificates (English translation/ Sinhala Original or certified true copy) Last report card of attended school.
- Leaving certificate from the previous School accordingly (Applicable for Y2 upwards)
- Copy of business registration and last Six months bank statements and supporting financial documents
- Letter confirming salary and position of both the parents, from his or/and her employer addressed to the Principal RICHMOND INTERNATIONAL SCHOOL.
- Salary Slips for last six months of both Parents.
- Certified Bank statements of salary or business income credited during the last six months.
- Passport size pictures of the child 3 copies
- Passport size pictures of both parents one copy each
- NIC Copies of both parents.
- Signed copy of the fees Structure
- Duly completed Application signed by both parents.
- Emergency contact details duly completed.
- Additional financial documents (Copies of FD'S/Savings accounts/Photocopies of assets /vehicles or documents of a Sponsor if the salaries are not up to the required standard)

**Please note that all the required documents should be submitted accordingly to process the application.**