



**Declaration Form for Deens PreUniversity college for academic year 2019-20**

*Note: Kindly sign every page of the Declaration form and submit a copy to the accounts department along with copy of the Aadhar card and transaction details of fees to process the admission*

Dear Parents,

We are glad to welcome your child into The Deens PU college. Before the fee payment we would like you to kindly go through the below details.

Deens PU College - Amount in Rupees					
Grade	Component 1	Component 2	Component 3	Total	Processing fees
Last date of payment	Within one week of admission offer	5 <sup>th</sup> September 2019	5 <sup>th</sup> January 2020		Within one week of admission offer
Science	Rs 72000/-	Rs 39000/-	Rs 19000/-	Rs 130000/-	Rs 25000/-
Commerce	Rs 61000/-	Rs 33000	Rs 16000	Rs 110000/-	Rs 25000/-

The prescribed tuition fee is payable in full or in three instalments (for all 12 months) through demand draft/ NEFT/ RTGS/ IMPS only.

Beneficiary Name: DEENS EDUCATIONAL TRUST- PU COLLEGE

Account No.: 919020001279581

Bank Name: Axis Bank

Account Type: Current

IFS Code: UTIB0000300

**Fee details:**

1. The fee includes tuition fees, lab fees, sports fees, library fees, exam fees etc..
2. The Annual fee does not include transportation, field trips, canteen charges, personal stationary item of students, text books, notebooks and school uniforms.
3. Processing fees, a onetime payment needs to be remitted only at the time of admission.
4. There is a sibling discount for your younger child at Deens, which is 5% of annual fee which is reduced in Component 3 of the fees.

Signature of Parent

### **Fee Regulations**

1. After payment of fees please furnish transaction details so that the accounts department can generate receipts
2. Receipts for all payments will be available in the students ERP on the parent portal within 10 working days. Login id and password will be shared with you as soon as student id is created.
3. Fees once paid will not be refunded.
4. Cash payments will not be accepted.
5. The 2nd & 3rd instalment of the tuition fee has to be paid before the 5th of September and 5<sup>th</sup> January respectively. The first term fee for the following year has to be paid by the 5th of April. No reminders will be sent by the college regarding the payment of fees.
6. Defaulters will have to pay a fine of Rs. 500/- per day. Please note that no justifications/ recommendations will be entertained in this regard.
7. If a student has defaulted with payment of fees, a letter of warning will be sent. The student will not be permitted to attend class after one week from the due date.
8. All fee queries have to be directed to the Principal.
9. The fee structure is subject to change periodically. The school retains the right to determine its policies, especially with regard to fee slabs and fee payment structures. We solicit your support on this.
10. Students joining the school in the second or third term will have to pay the entire year's tuition fee. Students withdrawing in the middle of the academic session have to remit full years fee before relieving formalities commence.

### **Withdrawal and Transfer Certificate**

1. Fee refund of a newly admitted student before the session commences is 60% of what has been paid as tuition fees. The processing fee is non-refundable under any circumstances.
2. There is no refund of any amount after the session commences; rather the full year's fee has to be remitted for the TC to be processed.
3. Transfer Certificates (TC) and Bonafide certificates will be issued 10 days after written request is made. The Transfer Certificate will be issued on payment of Rs. 200/- after dues towards the College have been cleared.
4. In case the child is being withdrawn in the middle of the academic session, the whole year's tuition and transport fees (if applicable) have to be remitted before the TC can be issued.

Signature of Parent

**DECLARATION BY PARENTS**

By my signature below, I hereby acknowledge and confirm that I have carefully read and understood the below stated fee policy of The Deens Pre-University College along with the corresponding fee notification and all the terms and conditions stated therein are acceptable to me as fair and reasonable. I further concur that my child's admission at the Deens PU College remains subject to and conditional on fulfilment of such terms and conditions.

\_\_\_\_\_  
(SIGNATURE OF THE PARENT)

Date:

Name of parent:

Name of student:

Grade of student:

Application number:

Aadhaar card number:

**SIBLING DETAILS (IF APPLICABLE):**

Name of Sibling:

Grade of Sibling:

Second Language:

Third Language:

House:

**DISCLAIMER:** The Deens Group of Institutions follow a specific process and policy that is necessary for effective budgeting and functioning of its institutions and the delivery of its educational objectives. The organisation reserves the right to amend its policies and fee structure as necessary and appropriate, with due notice.

**FOR OFFICE USE**

Date of admission:

Admission number:

## ANTI-ALCOHOL/DRUG ABUSE POLICY

The Deens Group of Institutions, has the responsibility to maintain an educational environment conducive to academic and vocational achievement. The Organisation recognizes that the use and abuse of alcohol and other drugs may interfere with students educational goals and will also interfere with the education environment in the campus.

Therefore, the Deens PU College has a stringent policy governing the use of alcohol, cigarettes and other drugs. The purchase, possession, use, consumption, sale, distribution or storage of cigarettes, any alcoholic beverage, controlled substance or illegal drug is prohibited on all the campuses and at all college sponsored student events, conferences and activities. The said policy is applicable to all students of the organisation.

Students, as per this policy, are required to adhere strictly the specific norms as stated below. This policy is a part and parcel of the rules and regulations of the organisation.

1. The purchase, possession, use, consumption, sale, distribution or storage of cigarettes, any alcoholic beverage, controlled substance or illegal drug is prohibited on or off campus. This prohibition extends for the student until he is a bonafide student of this College. This is applicable to a student found actively or passively, or being part of a conspiracy to promote such activities amongst other students/adults
2. If any student of the Deens Pre-University College, is found under the influence / possession / distributing of alcohol / drugs or in possession of illegal / banned drugs / substances or if found distributing the same or is caught smoking cigarettes in the campus or outside, as long as he/she is a student of Deens; the matter will be immediately referred to the Student Affairs Committee, whose findings will be binding and irrevocable even if it means expulsion of the student from the rolls of the College. An Undertaking to this effect shall be submitted by the students and their parents at the time of admission, Annexure – 1. Such Undertaking shall also be provided by all existing students and their parents.
3. Under suspicious circumstances, the students may be tested at random for substance abuse at any point of time on campus or after the college's working hours too.
4. Students may be asked by the College to submit the drug / alcohol test report at regular interval of time.
5. Students involved in accidents can be asked to submit the drug / alcohol test report

Signature of Parent

**ANNEXURE 1**

**UNDERTAKING BY PARENT / GUARDIAN**

I, \_\_\_\_\_ Mr./Mrs./Ms. (full name of parent/guardian)  
father / mother / guardian of \_\_\_\_\_  
(full name of student with admission / registration / enrolment number) having been  
admitted to the **DEENS PRE-UNIVERSITY COLLEGE** have received a copy of the **SUBSTANCE  
ABUSE POLICY** (hereinafter called the 'Policy') carefully read and fully understood the  
provisions contained in the said Policy.

2. I have, in particular, perused and fully understood the clause 2 of the Policy and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of the purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance, smoking or illegal drug ,while being a bonafide student of Deens PU College. This is applicable to situations actively or passively, or being part of a conspiracy to promote such activities amongst other students/adults.
3. I hereby affirm that, if my ward is found guilty as mentioned in clause 1 above, he / she is liable for punishment according to clause 2 of the Policy, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
4. I hereby further verify that the contents hereinabove have been read out and explained to me and are entirely understood by me

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of year \_\_\_\_\_.

Place:

Date:

Parent/Guardian