



Thomas Gall School

No: 364, A, Morris Road, Ambalanwatha
Email: admin@thomasgallschool.com
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Stick Photo Here

APPLICATION FOR ADMISSION

Please complete each section in BLOCK LETTERS using Black Ink

Section 1: PERSONAL DETAILS OF STUDENT

Name in full -
.....

Name with Initials -
.....

Date of Birth -
.....

Nationality -
.....

Gender - Male ☐ Female ☐

Blood Group -
.....

Address -
.....
.....

Landline No. -
.....

Siblings currently at TGS
.....

Position in family -
.....

Section 2: ACADEMIC DETAILS OF STUDENT

Name of the most recently attended school -
.....

Class -
.....

Dates attended -
.....

Section 3: PERSONALITY AND HEALTH OF STUDENT

Details of any special aspects of the student's personality
.....
.....

Details of any health problem requiring special attention, including allergies or regular medication
.....
.....

Section 4: INFORMATION OF PARENTS

Name of the Father -
NIC or Passport No. -
Occupation -
Organization -
Office Landline No. -
Mobile No. -
E-mail address -

Name of the Mother -
NIC or Passport No. -
Occupation -
Organization -
Office Landline No. -
Mobile No. -
E-mail address -

Section 5: DETAILS OF EMERGENCY CONTACT

Name of Emergency Contact -
Relationship to the Student -
Landline No. -
Mobile No. -

Section 6: ADMISSION PROCEDURE & FEES POLICY :

- 1. The completed admission form, along with a certified copy of the student's birth certificate or passport, 2 passport sized photographs and the admission fee of Rs .40,000 (non-refundable) must be submitted to the school office for confirmation. All other fee should be paid in full on the first day of the school.
- 2. Please note applicants for Early Years classes must be to toilet trained.
- 3. Admission fee must be paid in full when a child is offered a place at TGS and the term fees are due at the first schooling day. Please note that admission fees are non-refundable and term fee will not be pro-rated if your child is withdrawn before the end of the term.
- 4. Exam fees will be charged separately, are fixed price, and are dependent on the examining body. These will be communicated to Years 10&11 parents at the start of every school year.

5. *Extras such as cookery, school trips, concerts and special events may be charged separately each term. The school maintains a policy of cost price for these extras and endeavor to keep these to a minimum.*
6. *The term fees must be settled on or before the first day of schooling of the relevant term. Late-term fee payments will incur an additional charge of 5% of the term fee per week for every week that the balance is not paid.*
7. *Non-payment of term fees after the 30th calendar day of the term will result in the student's place being terminated.*
8. *Students who require a letter from the school to support a visa application should settle the full year's term fees in order to receive the authorized letter.*
9. *For siblings, a 5% discount will be given on the term fee for the 2nd child and a 10% discount will be given for the 3rd child.*
10. *A 10% discount will be granted for those who make annual payment in full at the beginning of the academic year.*
11. *If in the case of a nationwide or provincial school closure, online learning will be provided in place of physical schooling. This is considered as part of the term. Fees will not be reduced in this instance and all families should make every effort to attend online classes. For children who do not attend online classes, the fees will not be pro-rated.*
12. *For any family skipping a term for personal reasons, a fixed payment of 15,000/- must be paid to hold the child's seat in the class. Non-payment of this holding fee may result in the child losing their seat at the school.*
13. *All term fee payments should be deposited to the below account. For your account to be settled, the payment receipt needs to be handed over or email to the office after depositing with your child's name as a reference.*

*Bank details for direct payments: Account name: Mitchell Pvt Ltd A/c No: 1050012052
Bank: Commercial Bank
Branch: Fort, Galle
Swift Code: CCEYLKLX*

Section 7: DECLARATION

I confirm that, to the best of my knowledge, the information provided in this form is accurate. I have understood and agree to abide by all school rules including school discipline, term fee payment and refunds mentioned above.

Signature of Father/Mother

Date

CONSENT UNDER DATA PROTECTION – PHOTOGRAPHS / VIDEOS TAKEN IN THOMAS GALL SCHOOL

I consent / do not consent (please delete appropriately) to my son/daughter being photographed / videotaped whilst attending Thomas Gall School.

I understand that photographs and videos are taken for use by Thomas Gall School in appropriate circumstances. Photographs and videos are often taken of class project work, specialist subjects, concerts and musical performances, sports activities and class trips and these could be displayed within the school for the children and visitors to see, in newsletters, on the school website, the school's facebook page or used in the project materials exchanged with other schools. I also

understand that pictures may be displayed outside of school usage e.g. local newspapers and magazines.

I understand that family and friends of other pupils may video concerts held at school and that my child could be included in their footage.

I agree to the above ☐ (please tick the box)

Name of Student -

Name of Parent -

.....
Date

.....
Signature of Parent

FOR OFFICE USE ONLY

Form Check By

Registration Fee Paid On

Birth Certificate Provided Yes: ☐

Receipt No.

Photographs Provided Yes: ☐

Date of Enrollment

Admission No.

Child Assessed by (Teacher’s name and signature): _____

Acceptance/Rejection A ☐ R ☐

Reason for Rejection

Signature of Principal