



# DPS-Modern Indian School

P.O. Box: 14868, Doha- Qatar. Phone 44499100 (10 Lines), Email: principal@dpsmisdoha.com

REQUISITION FORM FOR STAY BACK FACILITY FOR NUR/PREP CLASS	
Date:	Admission No:
Name of the Student:	
Class/Sec:	Gender : Male/Female
Morning Bus No. and Area	
Father's Name & Mobile No.	
Mother's Name & Mobile No.	

### Rules for Stay Back Facility for Nursery and Preparatory

- Fees of QR.800 per term will be charged for availing the stay back facility at school after 11:00A.M. Fees will be taken in advance for the full term. In case of discontinuation of stay back facility, fees already collected will not be reimbursed. Kindly inform in advance for the next term in case of discontinuity.
- Stay back fees should be paid within the first week of the term.
- It's a term fee which will be collected for the full term irrespective of your ward's absence for any period.
- Stay back children should be given an extra lunch box and water bottle. Also, keep a pair of extra dress in the bag.
- There will be no activities conducted during the stay back.
- Stay back children who go by PVT transport should be picked up by 1:20 P.M.

*I have read, understood and agree by the rules & regulations of KG Stay back facility:*

Name of the Parent: .....Signature of the Parent: .....

### FOR OFFICE USE ONLY

a)	Class Teacher:	<i>Signature &amp; Date:</i>
	Remarks if any:	
	Date of Application received:	
b)	Headmistress:	<i>Signature &amp; Date:</i>
	Remarks if any:	
c)	Vice Principal	<i>Signature &amp; Date</i>
	Remarks if any:	
<b>PRINCIPAL'S APPROVAL</b>		
c)	<b>Accounts:</b>	<i>Signature &amp; Date:</i>
	Stay back fee paid for the term: <input type="checkbox"/> Yes <input type="checkbox"/> No Receipt No:	
d)	<b>Transport Department:</b>	<i>Signature &amp; Date</i>
	Updated in the system: Informed concerned driver: <input type="checkbox"/> Yes <input type="checkbox"/> No	
e)	Registrar: Added in Student Dossier , Remarks if any <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Signature &amp; Date:</i>