



## ROSYTH SCHOOL

### APPLICATION FORM FOR SEARCH OF SCHOOL RECORDS

**(A) Particulars of Applicant**

Name:	Gender : Male / Female*
Nationality: Singapore Citizen / Permanent Resident*	Birth Certificate No / NRIC No*:
Date of Birth: Day _____ Month _____ Year _____	
Date/Year of Admission in Rosyth School:	Date/Year of Leaving Rosyth School:
	Level/Class at time of Leaving Rosyth School:

*\*Please delete accordingly*

**(B) Particulars of Applicant's Parents** (If applicant is above 21 years old, you may leave this part blank)

	Father	Mother
Name:		
NRIC No/Entry/Re-Entry Permit*:		
Nationality:		
Occupation:		

*\*Please delete accordingly*

**(C) Contact information of Applicant**

<b>Contact Details</b>
Correspondence Address:
Contact No:
Email Address:

**(D) Declaration by Applicant**

1. I accept all the terms and conditions regarding my Application, which are set out below.
2. I acknowledge that I will not hold Rosyth School responsible in the event that Rosyth School is unable to retrieve my admission records.

\_\_\_\_\_  
Name and Signature of Applicant

\_\_\_\_\_  
Date

**For Office Use:**

**Remarks:**

---

---

---

**Terms and Conditions:**

- 1 Rosyth School will normally be in a position to respond to a request for a search on the School's admission records between **5 to 10** working days of the date of submission of an application form that contains all the required information. As the School does not maintain computerised records for the admission of its students, please allow for a longer response duration for search requests.
- 2 Please provide the information required in all the fields set out in the Form, where applicable. The School appreciates that not all the requisite information may be available, and will endeavour to process each application even where all the required fields in the Form have not been completed. However, please note that Forms submitted with incomplete information may impede the timely processing of the Application and cause additional delay, and may furthermore result in an unsuccessful search on the part of the School.
- 3 Please note that there is no infallible or perfect filing or record keeping system, and that the School's records may not be complete or updated. There is no assurance that the School has retained or maintained the Applicant's admission records with the School.
- 4 The School will not be responsible for any losses (whether direct or indirect, monetary or otherwise) suffered by the Applicant in the event that the School is unable to retrieve the Applicant's admission records with the School. The Applicant agrees that he/she shall not hold the School responsible or liable in any manner if the School is unable to retrieve the Applicant's admission records.
- 5 The School will contact the Applicant upon completion of the search process. Accordingly, no follow up on the telephone by the Applicant will be necessary or entertained in respect of the Application.
- 6 A non-refundable search/administration fee of \$30.00 is payable for each Application.
- 7 Please submit the following documents together with this Form, in order to allow the School to commence the processing of the Application:
  - (a) copies of the Applicant's Birth Certificate(s), NRIC and deed poll(s) (where applicable). This is to enable the School to verify the identity of the Applicant against the School's records; and
  - (b) a crossed cheque for the amount of \$30.00 to be made payable to "Rosyth School", in respect of the non-refundable search fee.