



Application Form

Instructions before filling up the Application Form:

- To be filled by the applicant only
- Use Black/Blue ballpoint pen
- Use BLOCK/ CAPITAL Letters in English or Hindi Language only
- Attach extra sheets whenever necessary & asked
- Attach necessary supporting documents
- Maximum of two courses may be supplied for using single application form

Paste
Applicant's
Passport Sized
Photograph

Course(s) Applied for: i. _____

ii. _____ (Optional)

Applicants Details:

Full Name : Nationality :

Date of Birth : Marital Status :

Gender : Male Female

Academic Qualifications:*

School Certificate/ Degree or Diploma	Institutes' Name(s)/ Board/ Univ.	Result (Pass/ Fail/ Awaited)	Month & Year of Result
1.			
2.			
3.			
4.			

Professional/ Technical Qualifications:*

Qualification Details/ Title	Institutes' Name(s)/ Board/ Univ.	Result (Pass/ Fail/ Awaited)	Month & Year of Result
1.			
2.			
3.			
4.			

Permanent Address:

Telephone numbers (with STD Code):

Residence #

Mobile #

Fax #

Email:

City:

State:

Zipcode:

Country:

Do you need hostel/accommodation facilities?

*Attach attested copies of all the academic qualification(s) viz., marksheets, certificates, degree/ diploma, address & Identity proofs, etc

Correspondence Address (If different from Permanent Address) _____

City: _____ State: _____ Zipcode: _____ Country: _____

Family	Name	Organisation	Designation	Telephone No./ Mobile No./ Email ID
Father				
Mother				
Spouse				
Sibling				
Sibling				

Person(s) to be notified in case of emergency:

	Personal / Family Contact	Official Contact/ Local Guardian
Name: Address: Telephone # Mobile # Email # Fax #		

Languages Known: _____ Written: _____
Spoken : _____

Applicant's Profile:

- Student Govt. Employee Semi-Govt./Public Sector Employee
 Pvt. Sector Employee Business Man Defence Personnel
 Retired Person Housewife
 Others (Pls. specify) _____

Details of Work Experience/ Employment, If any:

Name of Employer/ Company/ Organisation	Period	Position Held	Description of Work
Present: 1.			
Previous: 2.			

Declaration by the Applicant

I _____ Son/Daughter/Spouse of _____, am seeking admission to _____ course(s) offered at RKFMA, New Delhi. I hereby agree that in case I am not able to fulfil the eligibility criteria before stipulated time as per norms, my application for the said course would stand rejected. I also understand that no part of the fee already paid by me shall be refunded or adjusted whether I continue or not with the course. The RKFMA reserves the right to forfeit my documents sent along with the application.

Signature of the Parent(s)/ Guardian

Signature of Applicant

Name:

Date:
Place:

Name:

How did you hear about RKFMA? _____

Statement of Purpose (on a separate sheet): A description explaining why you would like to take up the course and what you hope to achieve from it. Also support your reason for applying at RKFMA.

Medical & Health Declaration

Are you suffering from any hereditary/ medical ailment?

Whether physically challenged or not?

Please give details incase of any ailment or if physically challenged _____

I/We declare that the applicant Mr./Ms./Mrs. _____ son/daughter/wife of _____ has applied for admission in RKFMA, New Delhi & that I/We shall take due care of self/applicant during the enrolment period. RKFMA will not be held responsible of any mandatory medical & allied treatment of the applicant during the enrolment period under any circumstances.

Signature of the Parents(s)/ Guardian

Signature of Applicant

Name:

Date:
Place:

Name:

For International Applicants Only

City, State & Country of Residence:

Citizen of:

Valid Passport Number:

Valid Visa Details:

Checklist of Documents to be sent/submitted along with this application

Attested Copies Only (in Duplicate)

- Class 10th/ High School / Matric Marksheet & Certificate
- Class 12th/ Sr. Sec. School/ Intermediate Marksheet & Certificate
- Last Attended Education Certificates & Marksheets (If any & other than asked above)
- Address & ID Proof of Applicant/ Parent(s)/ Guardian(s)
- Copy of Passport & Visa (Incase of International Applicants)
- 6 Passport Size Photos of the Applicant
- Extra Curricular Achievements / Work Experience Certificate, if any
- Statement of Purpose
- Medical / Health Certificate
- Application Fee as under

Application Fee Details

INR Rs.700/- paid vide cash/ bankers' cheque number _____ dated _____ drawn on _____ favouring 'R. K. Films & Media Academy' payable at New Delhi, India.

The completed application alongwith the necessary fee & documents (as above) should be submitted/ sent to:

**Admissions Office,
R. K. Films & Media Acedemy
8A/8, W.E.A., Karol Bagh
(Behind MTNL Bldg. on Pusa Road)
New Delhi - 110 005, INDIA**

Please read reverse for important Rules & Regulations

Rules & Regulations

- R. K. Films & Media Academy reserves the right to use a student's details' or their films in brochures, advertising, the web, and any other promotional or educational purpose.
- All students are required to maintain strict discipline within the Academy.
- Students must be regular and punctual in attending the classes for their respective courses. Passing certificates may be withheld on account of inadequate attendance.
- All the creative and other work done by the students during the course of their studies at the Academy, shall always remain the property of the Academy and can be used in the manner it deems fit.
- Students shall not damage or mishandle any property belonging to the Academy/ or the visiting locations.
- Any student causing damage to the property of the Academy will be held responsible and shall be fined for the same apart from recovering the cost of damages.
- Once the admission is taken, no refund of fees would be given to the student irrespective of the reasons for such cancellation. If the student does not wish to continue the course, he/she must inform the Academy in writing at least one week before the next instalment becomes due.
- If the student does not join a batch, within three months after the admission, then he / she will be treated as a drop out and his/her admission will be cancelled
- In case a cheque given by a student is dishonoured, the student has to pay the full outstanding amount of the fees along with a penalty.
- In case of payments by instalments, the first instalment must be paid before starting the course. For all subsequent installments post dated cheques have to be given before starting of the batch. All payments should be realized on due dates without any reminder, otherwise the student will have to pay a penal fine of Rs.50/- every day of delay. The student may not be allowed to attend classes if any instalment remains unpaid beyond 10 days from the due date.
- Smoking within the premises of the Academy is strictly prohibited.
- Examination for all the courses shall be conducted by RKFMA.
- The Academy reserves the right to amend alter the course curriculum and to reschedule classes/batches due to unforeseen circumstances and also to add/amend/alter any of these rules and regulations.
- The Passing certificate will be issued to the student only upon-
 - if the student completes minimum 90% attendance in the course
 - successful completion of the project/s and passing the written examination/s.
 - the full fees for the course and the fines, if any, are paid and
 - all books, CDs DVDs and other materials are returned or the amount of compensation is paid.
 - any other requirement as may be decided by the Academy

Undertaking by the Applicant

I, _____ resident of (city, country)_____ son/daughter/wife of _____
_____ certify that information(s) provided by me in this form is/are true, complete and correct.

I/We also certify that :-

- (i)** I/we have read the course brochure and that I am aware of the course contents and living conditions in New Delhi, India.
- (ii)** the applicant have sufficient knowledge of Hindi & English languages to participate in the training/course(s) programme(s).
- (iii)** the applicant is medically fit to participate in the Course and have submitted/ shall submit a medical certificate from the designated doctor.
- (iv)** have clearly understood & agree to comply with the rules & regulations mentioned as above.

If accepted for the RKFMA training/course(s) programme(s), I/we undertake to:

- (a)** Comply with the instructions and abide by Rules, Regulations and guidelines till the time of successful completion of the course admitted in.
- (b)** Follow the full and complete course of study or training and abide by the Rules of the University/Institution/ Establishment under which the training/ study will undergo.
- (c)** Submit periodic assessments / tests conducted by the Academy (progress report which may be prescribed);
- (d)** Refrain from engaging in political activity, or any form of employment for profit or gain.
- (e)** Make good/ Compensate for the any loss(es) / damage(s) caused to the properties of the Academy in the event of mishandling/ intentional or unintentional.

Signature of the Parent(s)/ Guardian

Signature of Applicant

Name:

Date:

Place:

Name: