



# INSTRUCTIONS for filling up the School Summary Form

Thank you for registering for 

We request you to carefully read and follow these instructions which will help us process your registration quickly and in an error-free manner.

## General Instructions:

1. Retain a copy of this form while submitting the original to Educational Initiatives (EI).
2. The last date for submitting the form is as follows:

Registration	Last Date
Early Bird Offer	February 29 <sup>th</sup> , 2008
ARO	April 30 <sup>th</sup> , 2008
Final Registration for Summer Round	July 19 <sup>th</sup> , 2008
Final Registration for Winter Round	September 30 <sup>th</sup> , 2008

3. A Test Administration Fee may be retained by the school to cover test administration expenses including invigilation charges, DD charges, courier/postage charges, etc.
4. Please mention the school code (provided by EI if the school has taken ASSET earlier) in the space provided on the top right corner. Schools registering for the first time may leave the school code blank.
5. Students should be charged Rs. 300 for the 3 core subjects and Rs. 120/- each for the optional subjects (Social Studies and Hindi).
6. 25% of the ARO amount will be deducted if the test is cancelled.
7. ARO amount should be credited in our bank account before the last ARO date.
8. We do not accept cash. Please do not hand over the cash to our representatives.

## Item-wise Specific Instructions:

Item No.	Special Instructions
1.	Please fill the school name legibly in the blocks provided writing one letter per block. Leave a blank box between each word. The School name will appear on all certificates as written here, followed by the town name in brackets.
6.	You will receive communications, automatic updates and dispatch details if you give an email address.
11.	An ARO Registration is one in which a school registers by completing this form and making a 30% advance payment based on the estimated number of students who will participate, before the last dates indicated.
12.	The Test Administration Fee is calculated as a percentage of the total amount payable based on the number of students and date of registration. Use the table below to calculate the amount to be retained by the school as the Test Administration Fee.

### TEST ADMINISTRATION FEE PERCENTAGES AND ARO BENEFITS

Advance Registration Benefits	Students Registered for ASSET			
	Upto 399	400 to 799	800 to 1599	1600 & above
Test Admin Fee	10%	10%	15%	20%
Additional Free Benefits	N.A.	1 Teacher Sheet per class-subject teacher per month for 10 months (English, Maths and Science) 210 sheets / year	2 unique sets of Teacher Sheets per class-subject teacher per month for 10 months (English, Maths and Science) 420 sheets / year <b>OR</b> A Laptop worth Rs 25,000	2 unique sets of Teacher Sheets per class-subject teacher per month for 10 months (English, Maths and Science) 420 sheets / year <b>AND</b> A Laptop worth Rs 25,000
Early Bird Offer (for registrations > 399 students and schools signing before Feb 29 <sup>th</sup> )	N.A.	Above Benefits + Satellite TV channel package + 3 months subscription free (Educational Channels such as Discovery, History, Animal Planet and National Geographic included)		

Please do not pay by cash or local cheque. You may pay by multi-city cheque, or demand draft or deposit the amount directly into the Educational Initiatives Pvt. Ltd. ICICI Bank account No. **006405000246** in any ICICI Bank branch in your city. Multi-city cheques and demand drafts must be drawn in favour of "Educational Initiatives Pvt. Ltd." (payable at Ahmedabad).

**EARLY BIRD OFFERS ARE ONLY APPLICABLE FOR SCHOOLS REGISTERING WITH 30% ADVANCE PAYMENT BEFORE FEBRUARY 29, 2008.**