

Reasons for seeking admission to the Fellowship	
Previous work history	Last occupation: Name of office/company: Nature of work: Work performance: Reason for discontinuation (if discontinued): Further details, if any: If unemployed, specify duration:

Enclosures:

1. Two photographs of patient – one passport size & one post-card size
2. Declaration of understanding and acceptance of terms & conditions by patient as well as parent or closest blood relative. If parents/family are not residing in National Capital Region, this should also be signed by a local guardian. The declaration should also be signed by person responsible for making payments.
3. Psychiatrist’s referral form
4. Draft/Cheque for amount Rs. 500/- towards Processing Fee drawn in favour of “The Richmond Fellowship Society (India) Delhi Branch” payable in NCR.

Brief family history	
Family's attitude towards patient	
Enclosures (Tick applicable, if any)	Court and social enquiry report Clinical psychologist's report Educational assessment Medical reports pertaining to physical problems Any other relevant reports
Any additional information, considered useful for treatment of patient	

RECOMMENDATION

Mr./Mrs./Miss _____ has been under my care since _____.

I recommend that this patient be admitted to Day Care Centre and Day Care Centre of The Richmond Fellowship Society (India) Delhi Branch.

I am willing to continue providing psychiatric support to the patient on regular visits to my clinic/hospital. In case of any emergency he/she can be attended by a local psychiatrist..

Signature with Stamp
Name:

Declaration of Understanding and Acceptance of the conditions pertaining to the admission to Day Care Centre at RFS (I), Greater Noida

1. Payments are required to be made as under by draft/cheque payable in NCR drawn in favour of “ RFSI, Delhi Branch”.

a.	Processing Fee	Rs. 500/-	To be given along with Admission Form
b.	Refundable deposit	Rs. 24,000/-	One time deposit on admission returnable after discharge of client and clearance of dues.
c.	Monthly Charges	Rs 8,000/-	Payable in advance before start of every month. Monthly charges are inclusive of lunch.
d.	Monthly Transport Charges: From Greater Noida	Rs. 3,000/-	Payable in advance before start of every month

Fee structure would be reviewed periodically and would be revised, if considered necessary. Irrespective of the rates mentioned above, the fees will be charged at rates prevalent at the time of payment.

2. The fact that the client is temporarily in the care of the Richmond Fellowship Society (India) offers no protection under law. Illegal acts including attempted or actual suicide while as a client are subject to legal action and the Fellowship accepts no responsibility for the same.

In the event of client walking out without permission or missing from its premises, the Fellowship will inform the police and the family/guardian at the earliest possible.

3. Clients are required to follow all the General Rules and Regulations of the Day Care Centre. The client shall be discharged immediately in case of violence against self/others, damage to property, use of illegal drugs, engaging in undesirable/immoral activities in the Centre and any other acts which are illegal or constitute serious indiscipline.
4. The client will be required to make own arrangement for lunch. If desired, RFSI can consider request for providing lunch at extra charges.
5. Transportation to and from Noida & Greater Noida can be provided at extra charges subject to availability. The client will have to make own arrangements for travel to and from Day Care Centre from other places.
6. The Richmond Fellowship Society (India) reserves the right to modify terms and conditions which would be binding on the part of the applicant/parent/guardian/local guardian and person responsible for making payments to the Fellowship.

DECLARATION & ACCEPTANCE

We hereby declare that all of the information given by us in the application form is true and accurate. In the event any information given by us is found inaccurate, the Fellowship will have the right to discharge the client immediately after intimating us.

We have read and understood all terms and conditions and hereby confirm our acceptance.

Signature of Applicant :

Signature of Parent/Guardian:

Name :

Name :

Date :

Date

Signature of Local Guardian:

Signature of Person responsible for payments:

Name :

Name :

Date

Date

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For office use only

Remarks of Admission Committee

For Information of families

Criteria for admission

1. Patient is recommended by a psychiatrist for admission to Day Care Centre.
2. Age should be between 18-45 years. Upper limit may be extended in special circumstances depending upon mental/physical health of the patient.
3. Person seeking admission must fall into category of person suffering from Schizophrenia/Affective disorders
4. Patients with the following disorders are not admitted
 - a. Current drug or alcohol abuse
 - b. Serious organic brain disorders
 - c. Moderate to severe mental retardation
 - d. Severe anti-social problems
 - e. Serious physical disability
 - f. Seriously disoriented
 - g. Prone to causing injury to self and others
5. Prospective client must have
 - a. Complete family co-operation
 - b. Financial security
 - c. A local guardian (if parents located outside NCR)
 - d. A commitment to participate in programmes

Rules for Day Care Centre

1. Clients must take an active part in the programmes in Day Care Centre unless exempted from specific programmes by Manager on the basis of Medical grounds. They must follow instructions given by Manager/Counsellors.
2. Clients will not leave the premises without permission from staff on duty
3. Clients must not cause damage to any property. Any losses on this account would be recoverable from the client/person responsible for making payments to the Fellowship.
4. Clients must not bring valuable articles to Day Care Centre. In case of theft or loss of such items, the management shall bear no responsibility.
5. There would be no violence against self/others.
6. Use of illegal drugs and alcohol is strictly prohibited.
7. Smoking is not allowed on the premises, as smoking in public places including Health Care facilities, has been banned by the Government. Any violation may lead to action as prescribed in law. The concerned client shall be solely responsible for fines/actions arising out of violation.
8. Use of mobile phones is not allowed.
9. Any client guilty of misconduct, indecent behaviour , breach of rules, showing disrespect to authority and causing nuisance to other clients and staff may be asked to leave Day Care Centre.
10. The Richmond Fellowship Society (India) reserves the right to modify existing rules, frame additional rules or issue directions from time to time which shall be adhered to.