

## Admission Form

**Child's Detail**

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Student's Full Name: \_\_\_\_\_ Date of Birth: 

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Religion: \_\_\_\_\_ Nationality: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Last Class Attended: \_\_\_\_\_ Admission sought in Class: \_\_\_\_\_

Medical History: \_\_\_\_\_

**Name of Father / Guardian Information**

Father's / Guardian Name: \_\_\_\_\_

Father's / Guardian Permanent Address: \_\_\_\_\_

Father's / Guardian CNIC Number: 

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Mobile: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Father's Profession: \_\_\_\_\_ Designation / Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**Name of Mother / Guardian Information**

Mother's / Guardian Name: \_\_\_\_\_

Mother's / Guardian Permanent Address: \_\_\_\_\_

Mother's / Guardian CNIC Number: 

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Mobile: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Mother's Profession: \_\_\_\_\_ Designation / Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**Emergency contact in the case of Parents' unavailability:**

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Name of the organization: \_\_\_\_\_

Home / Office Address: \_\_\_\_\_

Ph # (Off): \_\_\_\_\_ Res: \_\_\_\_\_ Cell: \_\_\_\_\_

**Fee Payment:** ☐ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Yearly**Where did you hear about us**☐ Family or Friends ☐ Facebook ☐ Word of mouth ☐ Advertisement**Admission and Fee Policy****B-68,69 Main PC Road Upper Chattar, Muzaffarabad Tel# 433477 [bis.mzd@facebook.com](mailto:bis.mzd@facebook.com)**

- One time Registration and Admission fee (non-refundable) will be paid by all new students in full at the time of admission.
- Monthly fee is supposed to be submitted by 8<sup>th</sup> of every month. Late fee charges per day Rs. 250 shall be received by the bank.
- Annual Resource charges will be taken every year when the child is Admitted / promoted to new class for new academic session.
- Sibling benefit will be given on second and third child.
- Once the child is admitted on regular basis, he / she is supposed to pay the fee of whole session on monthly basis. There will be no concession or fee waiver for the period that a child may have stayed away from school, due to illness, vacations (summer & winter) , Gazette Holidays by the Government of AJK or for any other reason.
- Strict School timings will be followed. If parents need extra Daycare or aftercare services other than regular timings and working days, extra fee would be charged according to extra hours.

**Documents to be attached:**

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| <input type="checkbox"/> School leaving Certificate          | <input type="checkbox"/> Photocopy of Parent's CNIC     |
| <input type="checkbox"/> Birth Certificate / B Form by NADRA | <input type="checkbox"/> Four Passport size photographs |

**Undertaking:**

I, hereby undertake that my child admitted to school shall comply with all school rules and regulations. I shall also comply with decisions of school administration regarding my child's academic performance and conduct.

 \_\_\_\_\_  
**Father's Signature**

 \_\_\_\_\_  
**Mother's Signature**

 \_\_\_\_\_  
**Date**
**For Office Use Only:**

Student's Name: \_\_\_\_\_ Admission #: \_\_\_\_\_

Class Tested in: \_\_\_\_\_ Class Admitted in: \_\_\_\_\_

 Status of Admission: ☐ On Trial ☐ Conditional ☐ Accepted ☐ Not Accepted

Joining Date: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

 \_\_\_\_\_  
**Admission I/C**

 \_\_\_\_\_  
**Accountant**

Remarks: \_\_\_\_\_

 \_\_\_\_\_  
**Principal**

 \_\_\_\_\_  
**Date**