

B. D. Academy, Khemichak, Amarpur, Banka

Registration Form

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Registration No.....
Registered for Academic year.....
Admission sought in Class.....
Date of Admission Test.....

1. Child's Name in full (Block Letters).....

2. Date of Birth (DD/MM/YYYY)

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3. Class in which he/she was studying.....

4. Name of the previous school.....

5. Nationality:.....5a. Religion:.....5b. ST/SC/OBC/GEN:.....

6. Father's name (Block Letters).....

Occupation.....Designation.....

Academic Qualification.....Contact No.....

7. Mother's Name (Block Letters).....

Occupation.....Designation.....

Academic Qualification.....Contact No.....

8. Annual family income (Rs.).....

9. Address a) **Permanent**.....

PO.....PS.....

Dist.....State.....Pin.....

b) **Correspondence**.....

PO.....PS.....

Dist.....State.....Pin.....

10. Whether bus facility required: Yes No

If yes then bus stop

Declaration: I shall abide by the rules and regulations of the school if granted admission to my ward

Signature of Parent/Guardian
Name:.....

.....(FOR OFFICE USE ONLY).....

1. Appeared for admission in.....on.....

2. Result of the Test: Qualified for Std.....

3. Last date for admission.....

4. Admitted in Std.on (date):.....vide receipt no:.....

5. Admission No.:.....

Signature
Admission In-charge

B. D. Academy

Admission Form

USE CAPITAL LETTERS ONLY

FORM NO:.....

Admission No.:.....Date:..... (To be filled by the office)

A. INFORMATION OF THE CHILD:

1. NAME

2. GENDER : MALE FEMALE

3. DATE OF BIRTH: DD MM YYYY

4. DATE OF BIRTH (in words).....

5. ADMISSION GRANTED IN CLASS.....

6. NATIONALITY.....7.RELIGION.....8.ST/SC/OBC/GEN.....

B. FATHER'S NAME (Block Letters).....

Occupation.....Designation.....

Academic Qualification.....Contact No.....

C. MOTHER'S NAME (Block Letters).....

Occupation.....Designation.....

Academic Qualification.....Contact No.....

D. ANNUAL FAMILY INCOME (Rs.).....

E. ADDRESS a) Permanent.....

PO.....PS.....

Dist.....State.....Pin.....

b) Correspondence.....

PO.....PS.....

Dist.....State.....Pin.....

F. WHETHER BUS FACILITY/HOSTEL REQUIRED: Yes No

If yes then bus stop

Declaration:

We hereby certify that the information given in the Admission/Registration Form are complete and accurate. We understand and agree that misrepresentation or omission of facts will justify the denial of admission, the cancellation of admission or expulsion. We have read and do hereby consent to the terms and conditions enclosed

Signature Mother.....

Date:..

Signature Father.....

Date:..

Signature Guardian.....Relation with the child.....

Date:..

Signature
Admission In-Charge

Signature
Principal

B. D. ACADEMY, Amarpur, Banka

PROCEDURES, TERMS AND CONDITIONS

1. Registration Procedures and Rules

- 1.1 Registration Forms are to be filled in and submitted to the school before the end of the Registration period.
- 1.2 Incomplete or illegible Registration Forms, without photographs will not be processed/ accepted.
- 1.3 Dates for test/interaction will be given at the time of registration or intimated telephonically. The school authorities reserve the right to change the date and time of interaction .
- 1.4 Mere issue of form and registration does not ensure admission, which is subject to the availability of seat and other procedures.
- 1.5 Photocopy of Birth Certificate issued by Municipal Corporation or concerned civic authority must accompany the Registration Form. Photocopy of report card of the last exam passed must be attached with the Registration Form for Std III and above.
- 1.6 Age for admission to LKG should be 3+ years and so on for higher classes in which admission is being taken. Age should be properly specified on the forms.

2. Admission Procedure

2.1 Entrance Tests/Interaction:

- A) There will be no test for students seeking admission in Nursery.
- B) There will be test for students seeking admission in LKG and above, to this school. Only those candidates who clear the test will be called for an interaction.
- C) Results will be displayed on the notice board on the dates specified at the time of interaction/Phone calls may also be made to the selected candidates.

2.2 Admission Formalities:

- A) Candidates whose names are included in the list must pay the fee by the dates indicated on the list, otherwise admission will automatically stand cancelled.
- B) The date of birth of the child is required to be supported by the Birth Certificate in original, issued by the Municipal Corporation/Local Body as applicable, along with a certified Photostat copy thereof. An affidavit or any other evidence is not acceptable in place of Birth Certificate. It is to be attached with the Admission Form for classes Nursery, and above. A Transfer Certificate essentially to be attached for Class III and above.

3. Refund of Fee

- 3.1 In case of withdrawal of admission, the Documentation Fee will be deducted from the paid admission fee only before the commencement of Summer Vacation. If the student attended the classes no claim of refund is admissible.

4. Withdrawal Rules

- 4.1 Application for withdrawal is to be made on a prescribed Performa available in the School office. No child can be withdrawn till a written request from parents is put up. One month notice period or one month notice fee is required for withdrawal.
- 4.2 No Dues certificate is to be obtained from the various departments of the school.
- 4.3 Transfer Certificate will be issued after one week of the application and clearance of all dues.

5. Right of Alteration / Modification

- 5.1 Management reserves the right to modify, alter and/or include any other terms and conditions that may be deemed fit in the interest of the institution.

Two months fee is due for payment on May, Oct, and 1st Feb of every year. Last date of payment is 10th of every month. A fine of Rs.100/- per month shall be levied from the 11th of the month in which school dues are to be paid till the beginning of the second month. Additional Rs. 100 will be added in the second month. In case cheque issued for any payment is dishonored by Bank, a penalty of Rs.300/- will be charged. The name of the child is liable to be struck off the rolls, if the fee is not paid by the last date of the said month.

Disclaimer : All the above terms & conditions are subject to amendment from time to time as per the decision of the Management. The decision of the management shall be final in all matters pertaining to the admission proceedings and policy matters of the school.