Affiliation No. 2134099 School Code: 72107

HARISH CHANDRA MISHRA PUBLIC SCHOOL

Affiliated to CBSE (10+2), New Delhi

Admission No: _____

ADMISSION FORM

Affix passport size photo of the student

Form No .: ……
Date: ……..

STUDENT'S PROFILE :

Name of the student (In capital letters) : _____

Admission sought for Class : _____ Academic Year :

Date of Birth : ☐☐/☐☐/☐☐☐☐ Aadhar No .:_____
D D M M Y Y Y Y

Date of Birth in words : _____

Age as on 31st March : ☐☐/☐☐/☐☐☐☐
D D M M Y Y Y Y

Place of Birth : _____ State: _____

Nationality : _____

Religion : Hindu ☐ Islam ☐ Sikh ☐ Christian ☐ Jainism ☐
Buddh ☐ Others ☐

Gender : Male ☐ Female ☐

Residential Address(Local) : _____
_____
_____
State :_____ Pin Code :_____

Residential Address(Permanent) : _____
_____
_____
State :_____ Pin Code :_____

Mother Tongue : _____

Identification Marks : (1) _____
(2) _____

Previous academic record

Name of the previous school & location	Class	Year of Passing	Percentage/Grade

Appraisal of your Child

Please mention the achievements of your child in Academics/ Sports/Co-Curricular activities (if any)

_____

_____

General Behaviour : Mild ☐ Normal ☐ Hyperactive ☐

Medical Information

Blood Group _____ Weight _____ Height _____

Allergies (if any) _____

Physical Disability (if any) _____

Family Doctor's Name & Contact No. _____

PARENT'S / GUARDIAN'S DETAILS

Mother's Photo

Father's Photo

Guardian's Photo

Signature _____ Signature _____ Signature _____

Particulars	Mother	Father	Guardian
Name			
Qualification			
Occupation			
Organization			
Designation			
Mobile Number			
Aadhar Number			
Email			
Annual income (Rs.)			
Office Contact Number with extn. (if any)			

SIBLING'S PROFILE

S.No.	Name of the Sibling	Class	Name of the School
1.			
2.			
3.			

TERM & CONDITIONS

1.Admission form must be filled with due care by the parents/ guardian. Any changes in residential address, mobile number etc.should be informed to the school in writing duly signed by parents / guardian (changes would not be accepted over phone, SMS)

2.Original Transfer Certificate (TC) and Photocopy of the Marksheet/ Report card of the previous passed class must be submitted at the time of admission or latest by 15 days of admission.

3.The Principal reserves the right to cancel the admission of a student if the Transfer Certificate and other necessary documents not received within 15 days of the admission.

Note: In case of inter-state transfer, TC must be produced duly countersigned by the Inspecting Officer/ DEO with respect to schools affiliated to state boards and by the Regional Officer incase of schools affiliated to CBSE .

4.Additional charges will be collected for ID Card, School Diary, entry fee during Field Trips, Annual Day or any such events.

5.Any misbehaviour/ misconduct by the student/ parent/guardian will lead to rustication of the student without any prior notice.

6.If you wish to avail school transport, please enquire about the routes in operation at the time of the admission. Request for diversion or modification of the existing routes may be considered but the decision will be taken by transport in-charge.

7.School management is authorised to make any of the following changes in transport with prior notice/intimation to the parents.

- Change in pick-up and drop timings
- Change in pick-up and drop points

8. **Fee once paid is not Refundable.**

FEE POLICY

Particulars	Payment Due Date
Admission Fee	At the time of admission
Caution Money	At the time of admission
1st Installment	At the time of admission
2nd Installment	On or before 10th July
3rd Installment	On or before 10th August
4th Installment	On or before 10th October
5th Installment	On or before 10th December
6th Installment	On or before 10th January

Tick the Correct box if the student need Transport facility: Yes ☐ NO ☐

1. All monetary dues related to academic & transport should be cleared on or before the due dates, failing which the school management is authorised to impose a penalty of Rs. 100 per month per student (holidays would be included).

Note: School management reserves the right to stop the transportation without any prior notice or intimation if fee dues are not cleared on time.

DOCUMENTS SUBMITTED

1. ☐ Caste Certificate of the child seeking admission (if any)
2. ☐ Three latest passport size photographs of student
3. ☐ One latest passport size photograph of father
4. ☐ One latest passport size photograph of mother
5. ☐ Photocopy of Progress Card (of previous academic year)
6. ☐ Undertaking of Guardianship to be submitted if student resides with local guardian.
7. ☐ Photocopy of Birth Certificate (Attested)
8. ☐ Transfer Certificate (Original)
9. ☐ Student's Aadhar Card
10. ☐ Father's Aadhar Card
11. ☐ Mother's Aadhar Card

DECLARATION

I, hereby declare that I am _____ parent/ guardian of _____ who has been admitted to class _____. I declare that all the above information provided are true to the best of my knowledge. I also declare that I have read the Terms and Conditions herein and fully agree to abide by them.

Name of Parent/ Guardian: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Particulars	Amount	Receipt No.	Mode of Payment	Date of Payment	Remarks
Admission Fee + 1st Installment					
Caution Money					
2nd Installment					
3rd Installment					
4th Installment					
5th Installment					
6th Installment					
Total Applicable Fee					

Counsellor's Signature: _____ Principal's Signature: _____