

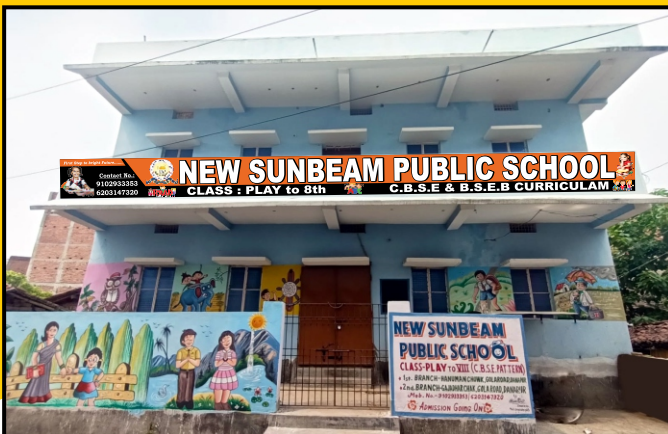


NEW SUNBEAM PUBLIC SCHOOL

Run by: New sunbeam Educational Trust

1st Branch: Hanuman Chowk Gola Road, Danapur

2nd Branch: Gola Road, Gajadhar Chak, Danapur



First Step to bright Future.....

ADMISSION FORM

Name.....

Class.....Sec.....Roll No.....

Father's Name.....

Address.....

Ph/Mob. No.



NEW SUNBEAM PUBLIC SCHOOL

ADMISSION FORM

Admission Form for Session 20____ -20____

Admission No. _____

Date : ____/____/20____

Admission Sought for Class _____

(USE CAPITAL LETTERS ONLY)

1. Name (Master/Miss) _____
2. Father's name _____
3. Mother's Name _____
4. Date of Birth _____
5. Aadhar Card No. _____
6. Category SC/OBC/ST _____
7. Caste _____
8. Religion _____
9. Sex (Male/Female) _____
10. Permanent Address _____

11. Correspondence Address _____

12. Phone/Mobile No. Office. _____ Res. _____
13. Mother Tongue _____ Nationality _____
14. Bus Facility required (Yes/No) If Yes, From _____ to _____
15. Class and school in he/she has been studying in the last school:
Name of School _____
Class _____ Medium _____
Transfer Certificate / School leaving Certificate _____
16. Single Child (Only boy/Only Girl) _____
17. Particulars of all Brothers Study in same school _____

Affix Passport
Size Photo of the
Student

S.No.	Name of the child	Age	Class & Section
1.			
2.			
3.			

18. Any Physical ailment _____
19. Any two hobbies of your child: (a) _____ (b) _____
20. Special interest: _____



NEW SUNBEAM PUBLIC SCHOOL

ADMISSION FORM

21. Family Information (WRITE IN CAPITAL LETTERS)

Mother's Name _____	Affix Passport Size Photo of the Student
Academic Qualification _____	
Occupation & Designation _____	
Address of the Origination where employed _____	

Office Tel. No. _____ Mobile No. _____	Affix Passport Size Photo of the Student
Father's Name _____	
Academic Qualification _____	
Occupation & Designation _____	
Address of the Origination where employed _____	
Office Tel. No. _____ Mobile No. _____	

I Certify that I am the Parent/bonafide guardian of the child information given in this form is true to the best of my knowledge. I have carefully read the prospectus and agree to abide by the rules, regulation and procedures laid down there in and accept that they may change from time to time at the directions of the school management and extend my full co-operation to keep things moving in a healthy manner.

Signature of Mother _____	Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature of Father _____	Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

FOR OFFICE USE ONLY

TO BE ATTACH FOLLOWING DOCUMENTS:

- | | |
|--|---|
| 1. Attested Xerox Copy of Date of Birth Certificate <input type="checkbox"/> | 5. School Leaving Cert./Transfer Cert. <input type="checkbox"/> |
| 2. Photographs of Student <input type="checkbox"/> | 6. Passing Certificate/Mark Sheet <input type="checkbox"/> |
| 3. Parent's Photograph <input type="checkbox"/> | 7. Character Certificate <input type="checkbox"/> |
| 4. Attested Xerox copy of Aadhar Card <input type="checkbox"/> | 8. Attested Xerox Copy of SC/OBC/ST <input type="checkbox"/> |

Admission No. _____ Reg. No. _____ Admitted to Class _____
Date _____ Office Supdtt. _____ Section _____

Checked and Recommended

Principal

Admission Procedure, Terms and Conditions

Registration Procedure and Rules

1. Registration form are to be filled in and submitted to the School Office before the end of the Registration Period.
2. Incomplete or illegible Registration forms, without photographs will not be Processed/accepted.
3. Date of interaction will be given at the time of registration. the school authorities reserve the right to change the date and time of interaction/ Aptitude Test.
4. Were issuing of the form and registration does not guarantee admission, which is subject to the availability of seats and other procedure.
5. Photograph of Birth Certificate issued by Municipal Corporation or concerned civic authority must be attached with the registration form for class nursery & Prep. Photocopy of Report card of the last exam passes must be attached with the registration form for Classes 1 & above. If the result have not been declared, admission will be subject to submission of the document after the result and till such time admission granted will be provisional.
6. Age for admission to class Nursery is 3 years in the academic session in which admission is taken. Age should be properly specified on the forms

Admission Procedure

Aptitude assessment & interaction:

1. there will be an aptitude assessment for students seeking admission from class I and Upwards. only those candidates who clear the assessment will be called for an interaction.
2. Result will be displayed on the notice board on the dates specified at the time of interaction.

Admission Formalities:

1. Candidates, whose names are included in the list must pay the fee by the date indicated on the list, otherwise admission will automatically stand cancelled.
2. Parents are requested to carefully fill the submit the admission Form, Transportation form, and Medical form at the time payment of fee.
3. 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 & Prep. For Class 1 and above, Transfer certificate is to be attached.
4. The child will be granted the student identity card only after all forms are duly filled and the admission formalities are completed.
5. Parents are to report to the Reception Counter of the school on the dates specified in the joining instructions along with the student I-card.
6. Your ward has to report in School Uniform, along with Books and Stationary as prescribed by the school.

Refund of Fees

1. Fees once paid is NOT REFUNDABLE for any reason whatsoever.

Withdrawal Rules

1. Application for withdrawal is to be made a prescribed preform available in the school office. No child can be withdrawn till a written request from parents is put up. A one month notice period or one month notice fee is required for withdrawal.
2. Clearance must be obtained from the laboratory and library incharge and other department before applying for withdrawal.
3. Transfer certificate will be issued after one week of the receipt of the application and clearance of all dues.

Transport Rules

1. Request for using the school transport must be made at the beginning of the session.
2. It will be sole responsibility of the parents to escort the child to the designated bus stop. The transport facility is extended at the sole risk and responsibility of the parents.
3. Any suggestion or complaints should be reported to the Transport Incharge. Parents cannot give instruction to driver or conductor.
4. The vehicle will stop only at the pre-decided stops for picking up children. Those who are late will reach school on their own.
5. in case a parent/Guardian is not present at the stop to pick up the child while being dropped back, the child be driven back to the school. The Parent/Guardian will have to then pick up the child from the school.

Right of alteration/modification

1. The management reserves the right to modify, after and of include any other terms and conditions that may be deemed fit in the interest of the institution, without any prior notice.

Medical Facility

1. the School has a well-equipped Medical Room to deal with any emergency.
2. The school provides facilities for First-Aid only.
3. The school cannot be held responsible for injury suffered by child. No reimbursement of charges would be made towards medical treatment.

Procedure for Fee Payment:

1. Fees is charged monthly for every student.
2. Fee at the time of admission is to be paid by Demand Draft/Cheque in favour of NEW SUNBEAM PUBLIC SCHOOL.
3. The name of your ward, class and admission No.& phone No. of the parent should be written at the back the Demand Draft / order / cheque.
4. Fee is payable at the school office between 09:00a.m to 02:00pm.
5. Monthly fee is due for payment, by the 10th of every month. A fee Rs.20/- per day will be levied from the 11th of every month in which the school dues are to be paid full the end of the month. In case where cheque issued for any payment is dishonored by the Bank for reason of insufficient funds, a penalty of Rs.500/- will be charged and if dishonored due to any other reason a penalty of Rs 200/- 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 concerned month.

Important Information:

- No certificates are to be submitted along with any form unless specified.
- This form is for Registration for Admission.
- Kindly attach the report card of last exam passed for admission to class 1 and above.

Note: A. Only the registration form should be submitted at the time of registration. Admission form and other are required only after the child is granted admission.

- Kindly keep a photo copy of all the forms for your record.

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

Parent's Signature