



ADMISSION FORM

Admission Date: _____

Admission No: _____

Affix photo of
Student

Affix photo of
Mother

Affix photo of
Father

Admission required for:

Note: Please use capital letters only.

We, _____ and, _____ wish
to admit our son/daughter/ward whose particulars are given below as a day Scholar in Tagore International School, Sakri, Bilaspur .

A. INFORMATION OF THE CHILD

First Name _____ Middle Name _____ Last Name _____

Gender ☐ Male ☐ Female Date of Birth

DD	MM	YY
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 Date of Birth in words _____

Blood Group _____ Religion _____ Caste _____ Nationality _____

Aadhar No _____

Community SC/ST ☐ OBC ☐ GEN ☐ OTHERS ☐

Language Known _____ Mother Tongue _____

RESIDENTIAL ADDRESS

Father's Mobile No.									
Email ID:									

CORRESPONDENCE ADDRESS

Mother's Mobile No.									
Email ID:									

NOTE: IN CAPITAL LETTERS ONLY

Distance from school (in kms): Preferred Phone Number for school SMS/WhatsApp :

Emergency Contact No. (Res/Mobile)	Name of the person to be contacted	Relationship

FAMILY INFORMATION

Father/Guardian:

Name :	Age:	Nationality :
Educational Qualification :	Organisation :	
Occupation:	Office Address:	
Designation :		
Annual Income:	Tel:	
Aadhar No :		

Mother/Guardian:

Name :	Age:	
Educational Qualification :	Organisation :	
Occupation:	Office Address:	
Designation :		
Annual Income:	Tel:	
Aadhar No :		

Single Parent:

Tick one, only if applicable

Father	Mother
Permanent Address :	

Details of Siblings of the student

Name	Age	Name of the School Studying	Class

Incase of staff ward:

Name of the parent:

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B. DETAILS OF PREVIOUS STUDY

Year	School	Standard/Grade	Grade/Marks obtained exams

The previous school affiliated to: CBSE ☐ ICSE ☐ CGBSE ☐ OTHER ☐

Awards won so far in sports, arts or academics

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C. ENCLOSURES (All documents are mandatory at the time of admission)

- ☐ Birth Certificate
- ☐ Transfer Certificate – original copy (if applicable)
- ☐ Vaccination Card Copy
- ☐ Blood Group Report
- ☐ Passport size photos of child (5 copies)
- ☐ Passport size photos of parents (2 each)
- ☐ Passport size photos of local guardian (2 copies)
- ☐ Aadhar card copy of parents & child
- ☐ Copies of progress report cards for the last 3 years
- ☐ Community Certificate: for Scheduled Castes, Scheduled Tribes of Backward Communities.

The above documents (recently attested photocopies) must be produced along with the filled application form.

- ☐ Transportation Form (If Required)

Please note: Staple all documents to the top left-hand corner of the application.

DECLARATION

I, _____ have the authority to admit my child/ward _____, into the school as the parent/legal guardian. I undertake the responsibility of providing any evidence needed to support the information provided here, if necessary for any reason. I declare that the statements provided in this applications are correct to my knowledge and if found otherwise, I shall abide by the decision of the management, I agree to abide by the rules, regulations and the fee structure of the school.

Date :

Signature of Parent/Guardian

For office use only

Admission Co-ordinator

Date _____

Head of the Institution

Date _____

UNDERTAKING BY PARENTS

I understand my son/daughter is granted admission on the following terms and conditions:

TRANSFER/LEAVING CERTIFICATE

- That I am required to deposit the Transfer/Leaving Certificate from the previous school within 15 days of his/her joining the school, failing which the Principal will have the right to cancel the admission.
- In case of non-submission of the Transfer/Leaving Certificate for whatsoever reason and my child is not allowed to appear for the Board Examination due to that reason, I will not hold the School responsible for the same.

FEES

- That I am to deposit the fees as per guidelines on or before the due date prescribed.
- That there will be no refund of fees if the child is withdrawn from the school for whatsoever reason.
- That in case a child is withdrawn in the middle of an academic year, for whatsoever reason, I will pay the full fees for the entire academic year.
- The Students shall not be allowed to appear in the examination if he fails to clear all school dues before commencement of the examination.

DISCIPLINE

- That the student is liable for removal from the school for –
 - (a) Immorality
 - (c) Contempt of authority
 - (e) Bullying , assaulting and ragging in any form
 - (g) Using of any ward or action likely to damage/undermine
 - (i) Conduct harmful to other students
 - (k) Damaging school property
 - (b) Grave insubordination
 - (d) Stealing or extortion of money/items from other students
 - (f) Using unfair means in any examination.
 - (h) Consistent unsatisfactory progress the reputation of the Institution.
 - (j) Breaking bounds
 - (l) Non-payment of school dues.
- Any disciplinary action taken against my child by the school will be binding on me and will not represent against such action.

MEDICAL AID/ACCIDENTS

- That the school will do its best to provide normal medical aid, but the school will not be held responsible for any untoward incidents/ mishaps/ despite its best efforts. This applies also to all accidents which may occur in the Science Laboratories, Workshops, Sports Fields, Gymnastics, Rock Climbing, Trekking, Mountaineering, Microlite Flying, Para Sailing, Swimming, Educational Tours or Journeys to and from the school.

ISSUE OF TRANSFER CERTIFICATE

- That the parents who wish to withdraw their children at the end of an Academic Year will have to give a notice of at least two months prior to the commencement of the next Academic Year falling of which the parent shall be liable to pay full fees for the next academic year. At least, 12 days prior notice is to be given to the school for withdrawal of a child during an academic year. That the Transfer Certificate issued only after all the dues are settled.
- Transfer Certificate will be issued 15 days after the submission of the prescribed withdrawal application form.

GENERAL

- That promotion to the next higher class is not automatic and that promotion is granted at the Annual examination only in accordance with the school promotion policy. I also accept the changes made from time to time in the policies of the School by the Management.
- Parents are required to obtain receipts for the Original Transfer Certificate, Marks Sheet, Migration Certificate.
- If and when the students do not report to the school on the due date after vacation or sanctioned leave, parents MUST accompany the students to the school and meet the principal.
- We also agree to adhere to all the rules & regulation as given in the school diary at the beginning of each academic year and as intimated to me from the time to time by the school through circulars or letters.
- I have read the rules of Tagore International School and agree to abide by them. In spite of normal precaution taken by the School, If any mishap or accident or injury takes place during the period of my ward's stay at the school or if and when he/she joins tours, excursions or camps, I will not hold the institution or any its staff wholly or partially responsible for it.
- Any Medical condition which disturbs the school environment and not disclosed at the time of admission entail in the removal of the child without refund of fees.
- Case of Epilepsy in the past has been shown in the medical report. The school will not be held responsible for any incident that may be caused for my not reporting any case of epilepsy of my ward in the past.

Date:

Place

Mother's Signature
Mother's Name:

Father's Signature
Father's Name: