

TO BE AFFILIATED TO C.B.S.E.

Barwala, Road, Derabassi

Helpline : 75270-20070, 75270-20071 | Email : info@gwis.in

ADMISSION FORM

Admission Form for Session 20____ - 20 ____

Admission No.____^{Testing}

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_____

8. 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 facilities required (Yes/ No) If Yes, from _____ to _____

Fix
Photograph
of
Student

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/ Sisters study in same school: _____

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 : _____

21. Family Information (WRITE IN CAPITAL LETTERS)

Mother's Name _____

Academic Qualification _____

Occupation & Designation _____

Address of the Origination where employed _____

Fix
Photograph
of
Mother

Office Tel. No. _____ Mobile No. _____

E-mail _____

Father's Name _____

Academic Qualification _____

Occupation & Designation _____

Address of the Origination where employed _____

Office Tel. No. _____ Mobile No. _____

E-mail _____

Fix
 Photograph
 of
 Father

I certify that I am the parent/bonafide guardian of the child and 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, regulations 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:

Signature of Father _____ Date:

FOR OFFICE USE ONLY

TO BE ATTACH FOLLOWING DOCUMENTS :

- | | |
|--|--|
| 1. Attested Xerox copy of Date of Birth Certificate ☐ | 5. School leaving Cert./ Transfer Cert. ☐ |
| 2. Photographs of student ☐ | 6. Passing Certificate/ Mark Sheet ☐ |
| 3. Parent's Photographs ☐ | 7. Character Certificate ☐ |
| 4. Attested Xerox copy of Aadhar Card ☐ | 8. Attested Xerox copy of SC/OBC/ ST ☐ |

Admission No. _____		Reg. No. _____		Admitted to class _____	
Date _____	Signed by: <i>sandip</i>	Office Supdt. _____	Section _____	Signed by: <i>rajesh</i>	
Checked and Recommended			Principal		

Admission Procedures, Terms and Conditions

1. Registration Procedures and Rules

- 1.1 Registration Forms are to be filled in and submitted to the School Office before the end of the Registration period.
- 1.2 Incomplete or illegible Registration Forms, without photographs will not be processed/accepted.
- 1.3 Date for 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.
- 1.4 Mere issuing of form and registration does not guarantee admission, which is subject to the availability of seats and other procedures.
- 1.5 Photocopy 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 passed must be attached with the Registration Form for Classes 1 & above. If the results have not been declared, admission will be subject to submission of the document after the results and till such time admission granted will be provisional.
- 1.6 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.

2. Admission Procedure

2.1 Aptitude assessment & Interaction :

- a. 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.
- b. Result will be displayed on the notice board on the dates specified at the time of interaction.

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. Parents are requested to carefully fill and submit the Admission Form, Transportation Form, and Medical Form at the time of payment of fee.
- c. 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.
- d. The child will be granted the student Identity Card only after all forms are duly filled and the admission formalities are completed.
- e. 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.
- f. Your ward has to report in School Uniform, along with Books and Stationery as prescribed by the school.

3. Refund of Fees

- 3.1 Fees once paid is NOT REFUNDABLE for any reason whatsoever.

4. Withdrawal Rules

- 4.1 Application for withdrawal is to be made a prescribed proforma 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.
- 4.2 Clearance must be obtained from the laboratory and library incharge and other departments before applying for withdrawal.
- 4.3 Transfer Certificate will be issued after one week of the receipt of the application and clearance of all dues.

5. Transport Rules

- 5.1 Request for using the school transport must be made at the beginning of the session.
- 5.2 It will be the 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.
- 5.3 Any suggestions or complaints should be reported to the Transport Incharge. Parents cannot give instruction to driver or conductor.
- 5.4 The vehicle will stop only at the pre-decided stops for picking up children. Those who are late will reach school on their own.
- 5.5 For security reasons, students who miss the school vehicle from the assigned stop will not be picked up from any subsequent stop.
- 5.6 In case a Parent/ Guardian is not present at the stop to pick up the child while being dropped back, the child will be driven back to the school. The Parent/ Guardian will have to then pick up the child from the school.

6. Right of alteration/Modification

- 6.1 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.

7. Medical Facility

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

8. Procedure for Fee Payment.

- 8.1 Fees are charged quarterly for every student.
 - A. Fee at the time of admission is to be paid by Demand Draft/Cheque in favour of GLOBAL WISDOM INTERNATIONAL.
 - B. The name of you ward, Class and admission No. & Phone No. of the parent should be written at the back the Demand Draft/ order/Cheque.
 - C. Fee is payable at the school office between 09:00 a.m. to 02:00 p.m.
 - D. Those using the School Transport must ensure that the correct amount is paid along with the fee.

Quarterly fee is due for payment, by the 10th of every month. A fine of Rs. 20/- per day will be levied from the 11th of every month in which the school dues are to be paid till the end of the month. In case where cheque issued for any payment is dishonoured by the Bank for reason of insufficient funds, a penalty of Rs. 500/- will be charged and if dishonoured 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.

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

10. Important Information:

- No certificates are to be submitted along with any form unless specified.
- This form is only for Registration for Admission.
- Kindly attach the Report Card of last exam passed for Admission to Class 1 and above.

11. **Note:** A. Only the Registration Form should be submitted at the time of Registration. Admission Form and other forms are required only after the child is granted admission.
 - Kindly keep a photo copy of all the forms for your record.