



ADMISSION FORM

SARASWATI VIDYA MANDIR

MANIGACHHI, DARBHANGA
(Affiliated to CBSE, New Delhi)
E-mail : info@svmmanigachi@gmail.com
Website : www.svmmanigachi.com

Day School Boarder



Registration No. Date..... Admission No.

ISSUE OF REGISTRATION FORM DOES NOT GUARANTEE ADMISSION AS SEATS ARE LIMITED

TO BE FILLED IN BLOCK LETTERS

Please register the name of my son/daughter/ward of the admission in your school

1. Admission sought to : Class

2. Child's Name in Full

3. Date of Birth (In Words and in Figures)
Year Months Days

4. Nationality of Child Religion

5. Father/Guardian's Name
Occupation Designation Annual Income
Organisation Name & Address

Academic Qualification

Contact No. Residence

6. Mother's Name
Occupation Designation Annual Income
Organisation Name & Address
Academic Qualification

Contact No. Residence

8. (A) Home Town State Country
Nearest Railway Station / Airport

(B) Address : (Permanent)

C) Address : (Present)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Details of any real brother or sister studying in SVM

Name of the Child	Admn. No.	Class/Sec.	Remarks
1.
2.

MEDICAL INFORMATION :

Blood Group :

Immunization Status (Attach Photocopy of Immunization Card)

BCG	<input type="checkbox"/>	OPV	<input type="checkbox"/>	DPT	<input type="checkbox"/>	Booster for OPV	<input type="checkbox"/>	Booster for DPT	<input type="checkbox"/>
Measles	<input type="checkbox"/>	MMR	<input type="checkbox"/>	Typhoid	<input type="checkbox"/>	Hepatitis-B	<input type="checkbox"/>	Any Other	<input type="checkbox"/>

Allergies if any medicine and food.....

Birth History / History of major illness or disorder, if any.....

Signature of Father

Signature of Mother

N.B. :

1. At the time of admission, an attested copy of Municipal Birth Certificate.
2. Four Passport size Photographs of student & two photos each of Father, Mother / Guardian.
3. Other than Class nursery, no admission is completed unit Transfer Certification in original from the last school is submitted.
 - a) Name of previous school.....
 - b) Class in which he/she was studying in the last school.....
 - c) Position obtained previous school..... out of..... in the year.....
 - d) Medium of instruction in previous school (English / Hindi).....
 - e) Proficiency in games / co-curricular / outstanding achievements (if any).....
 - f) Certificate may be enclosed for proficiency in Games/Co-curricular/Outstanding Achievements (if any)
 - g) Details of marks obtained in the last annual exam (in %).....

10. Declaration :

- i) I know that Registration fee is non-refundable & I fully understand that registration is not binding for admission. It may be given only when suitable child's performance in the test is satisfactory as per the school norms.
- ii) In case my child is admitted, the school may make arrangements for inoculation against Typhoid and Cholera & vaccination against Small Pox to my child by school doctor.
- iii) I have made careful note of various details regarding the payment of school fee. I fully understand that the fee will not be refunded.

- iv) I hereby certify that the date of birth & spelling of name of my child / ward given in this form are correct.
- v) I hereby certify that in case I do not claim the Caution Money paid by me for a period of two years.
- vi) I understand that rendering false or misleading information or withholding correct information may disqualify the child for admission/education at this school.
- vii) I certify that I am the bonafide guardian of the child.
- viii) Having read carefully the rules, regulations and procedures laid down in the school prospectus and being desirous of having my child/ward educated in **Saraswati Vidya Mandir**, I hereby agree to abide by them in all respects. I understand that the decision of the management of the school shall be final and binding on me.
- ix) I hereby certify that my ward and myself follow all the rules, regulation & procedures laid down by school from time to time.
- x) I hereby put my signature to confirm the above declarations.

Date.....

Father :

Place.....

Mother :

Address.....

Signature of Father/Mother

Name in Full (Block Letters)

For Office Use Only

Date

Admission Fee Rs.

Tuition Fee Rs.

Caution Money Rs.

Amalgamated Fee Rs.

Development Fund Rs.

Computer Fee Rs.

Total Amount Received Rs.

Receipt No.

Date.....

.....
Signature of A/c. Clerk/Manager-Account

.....
Class

.....
**Signature of Rep. Teacher/
Manager-Admission**

Date.....

.....
**Signature of Principal/Authorised Signatory
Approved/Not approved**

Procedures Terms and Conditions

1. Registration Procedures and Rules

- 1.1 Incomplete or illegible Registration Forms, without photographs will not be processed / accepted.
- 1.2 The school authorities reserve the right to change the date and time of the test & interview.
- 1.3 Mere issue of form and registration does not imply admission, which is subject to the availability of seat and other procedures.
- 1.4 Photocopy of Birth Certificate issued by Municipal Corporation or concerned civil authority must accompany the Registration Form for Class Nursery. Photocopy of Report Card of the last exam passed must be attached with the Registration Form for Classes Prep & above.
- 1.5 Age for admission to Class Nursery is 3+ years as on 1st April

2. Admission Procedure

2.1 Entrance Tests/Interviews :

- a) There will be a written test for students seeking admission from Classes I and upwards. Only those candidates who clear the written test will be called for an interview.
- b) Result will be displayed on the notice board on the dates specified at the time of interview.

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 Registration Form.
- 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 I & above, Transfer Certificate is to be attached. For Class V & above Transfer Certificate must be counter signed by the concerned State Education Authority.
- 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 on the dates specified in the joining instructions, along with the student I-card. The ward will not be allowed to attend classes if the Identity admission card is not produced.
- f) Your ward has to report in complete School Uniform, along with books and stationery as prescribed by the school. (Uniform, Books and Stationery are available at the school book/uniform shop.)

3.3 Refund of Fee

- 3.1 Fee once paid is NOT refundable for any reasons whatsoever.

4. Withdrawal Rules

- 4.1 Application for withdrawal is to be made on a prescribed Proforma available in the School office. No child can be withdrawn till a written request form 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 in-charge before applying for withdrawal.
- 4.3 Transfer Certificate will be issued after one week of the receipt of the application and clearance and clearance of all dues.

5. Bus Rules

- 5.1 Request for using the school bus must be made at the beginning of the session April No request will be entertained during mid session.
- 5.2 It will be the sole responsibility of the parents to escort the pupil to and from the fixed bus stops. The bus facility is extended at the sole risk and responsibility of the parents.
- 5.3 Any suggestions or complaints should be reported to the transport in-charge. Parents are expected to treat the bus staff courteously. Do not give instructions bus staff, driver or conductor.
- 5.4 The bus shall stop at the pre-decided stops only for picking up children. Those who are late will miss the bus at their own risk.
- 5.5 For security reasons, students who miss the bus 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 bus stop to pick up the child while being dropped back, the child will be driven back to the school.

6. Right of Alteration / Modification

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

7. Medical Facility

- 7.1 The school has a well-equipped sick-bay to deal with any emergency.
- 7.2 The school provides facilities of 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.

In case where cheque is issued for any payment is dishonored by Bank for reason of insufficient funds, a penalty of Rs. 300/- will be charged and if dishonored due to any other reason a penalty equal to 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 said months.

Note : Only the Registration Form should be submitted at the time of Registration. Forms are required only after the child is granted admission.

Important Information

- No Certificates/Testimonials are to be submitted along with any form unless specified.
- This Form is only for Registration for Admission.
- Kindly attach the Photocopy of Report Card for Admission to Class I and above.

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 process and policy matters of the school.