



# SARASWATI PUBLIC SCHOOL

Sohdih, Musepur Lohri Road, Near NH-31, P.o-Sohsarai,  
Biharsharif(Nalanda)-803118

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## ADMISSION FORM

Form No.: **2022-23/0** Receipt No.: ..... Date: .....

Registration No. : **SPS0** ..... Applied for Class: .....

Name of Student: .....

Gender: Male  Female

Date of Birth: ..... Format (DD/MM/YY) (Please attach copy of birth certificate)

Aadhar Card No.: ..... Blood Group: .....

Physical problems / Disability (if any): .....

Caste: ..... Category: OBC  SC  ST  GEN

Father's Name: .....

Occupation/Designation: ..... Contact No.: .....

Mother's Name: .....

Occupation/Designation: ..... Contact No.: .....

Guardian's Name (if required): .....

Relation with Student: ..... Contact No.: .....

Details of Siblings:

Name: ..... Age: .....

Name: ..... Age: .....

Residential Address: .....

..... Pincode: ..... Phone No.: .....

Permanent Address: .....

..... Pincode: ..... Phone No.: .....

Is School Transport Required: Yes  No

Any Other Information: .....

.....

Date:

Signature of Parents

Signature of Principal

Recommendation of Admission Committee

## Terms & Conditions

1. Admission form must be filled in with due care by the parents/guardian. Any change in residential address, mobile numbers, etc. should be informed to the school in writing duly signed by parents/guardian.
2. Original transfer certificate from previous school and proof of education of the child (photocopy of mark sheet/report card) should be submitted before the academic year begins.
3. Additional charges will be collected for uniform, ties, belts and ID cards.
4. Any misbehaviour/misconduct by the student/parents/guardian will lead to rustication of the student without any prior notice.
5. If you wish to avail school transport, please enquire about the routes in operation at the time of admission. Request for diversion or modification of the existing routes may be considered but the decision will be taken by transport in-charge.
6. 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
  - Change in order of pick-up and drop points
7. The School facilitates availability of books & uniform prior to the commencement of the classes. Such date would be informed to parents/guardians/students.
8. Students who are unable to purchase books & uniform from the school can purchase directly from the vendors; list of books shall be provided on request.

## DECLARATION

**(To be signed by Parent/Guardian at the time of admission only)**

1. We acknowledge that this application does not automatically admit our child to **Saraswati Public School** reserves the right to make a final decision with respect to admission.
2. We acknowledge that, should this application be accepted, our child and we (her/his parents or guardians) undertake to abide by the policies and regulations of **Saraswati Public School** and we understand that in serious instances of breach like, damage to school property, bodily harm to another student/teacher, our child may be asked to leave the school.
3. We acknowledge that, upon acceptance of this application we agree to pay the total fee as applicable and abide by the billing options outlined in the fee schedule as informed by the school from time to time.
4. We acknowledge that the school will take reasonable care and exercise due diligence within its premises and during school activities, it will bear no responsibility should the applicant exercise any reckless and/or careless behaviour that may endanger her/his safety and others around and as such cause harm or injury to herself/himself and others.
5. We declare that all previous medical and psychological histories are correctly reported on the admission form.
6. On leaving the school, our child shall return any school property they might have borrowed during their time of study in the school.

7. We agree that **Saraswati Public School** reserves the right of refunding/not refunding the tuition fee (or any such fee which is paid at the time of admission), in case the child leaves/gets transferred during the course of the Academic Year.

**Documents Submitted**

- Caste Certificate of the child seeking admission (if any)  Transfer Certificate

(Original)

- Three latest passport size photographs of the student  Medical Certificate  
 Photocopy of Birth Certificate (Attested)  Affidavit  
 One latest passport size photograph of parents/ guardians  
 Photocopy of Aadhar Card of student and parents/ guardians

**FEE POLICY**

**Academic Fee Schedule**

**Transport Fee Schedule**

Particulars	Payable	Particulars	Payable
Admission Fee	At the time of admission	First Month Fee	At the time of admission
First Month Fee	At the time of admission	Onwards Monthly Fee	Before 15 <sup>th</sup> of each month
Onwards Monthly Fee	Before 15 <sup>th</sup> of each month	<b>Note:</b> Student opting for school transportation should inform earlier and clear the dues.	

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. 20 per month per student.
2. Payment must be made at school premise.

**COVID-19 DECLARATION**

I ..... parent of/ guardian of ....., who is studying in

Class ..... hereby state that he/ she will adhere and strictly follow the precautionary measures and guidelines as prescribed by the School Management during his/her attendance to classes. Guidelines included:

1. My ward will carry Sanitizer, Wear Face Mask, carry water bottle, lunch box and maintain social distancing.
2. My ward will immediately bring to your notice any symptoms such as temperature, cold, cough, fever, headache, difficulties in breathing, feeling ill etc.

I HEREBY, give my consent to send my son/daughter to the school. My son/daughter is well aware of the preventive measures and the precautionary measures in not coming in contact with the virus and in not spreading the COVID 19 to any of the co-students/teachers.

I also submit that neither I nor of my family members have been infected/availed treatment for COVID-19 at the time of joining the school.

Date:

Signature of parents of guardians

I ..... father of/ mother of/ guardian of ..... have applied for admission of my ward into class ..... . I have read and accept the Terms & Conditions / Declaration of the school.

Parent’s Signature

Counsellor’s Signature

Principal’s Signature