

# STUDENT ADMISSION FORM

GSEB  CBSE

Form No.: \_\_\_\_\_



## P. N. INSTITUTE THE CONCEPT SCHOOL

Attach a recent  
passport size color  
photograph

Admission Seeking In :

6<sup>TH</sup>  7<sup>TH</sup>  8<sup>TH</sup>  9<sup>TH</sup>  10<sup>TH</sup>  11<sup>TH</sup>  12<sup>TH</sup>  Science  Commerce

To be filled by Parent / Guardian.

Please use CAPITAL LETTERS to complete the form



### Student's Personal Details:

Student's Name: \_\_\_\_\_ (First) / \_\_\_\_\_ (Middle) / \_\_\_\_\_ (Last)  
Date of Birth: \_\_\_\_\_ DD / MM / YYYY Gender:  Male  Female (Please tick Appropriate)  
Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Mother Tongue: \_\_\_\_\_ Other Languages Known: \_\_\_\_\_  
Religion & Caste: \_\_\_\_\_



### Residential Address & Family Information:

Address: \_\_\_\_\_  
City State Country PIN Code



#### Father:

Full Name: \_\_\_\_\_ (First) / \_\_\_\_\_ (Middle) / \_\_\_\_\_ (Last)  
E-mail: \_\_\_\_\_ Educational Qualification: \_\_\_\_\_  
Occupation :  Business  Employment  Profession Phone: \_\_\_\_\_ /



#### Mother:

Full Name: \_\_\_\_\_ (First) / \_\_\_\_\_ (Middle) / \_\_\_\_\_ (Last)  
E-mail: \_\_\_\_\_ Educational Qualification: \_\_\_\_\_  
Occupation :  Business  Employment  Profession Phone: \_\_\_\_\_ /



#### Guardian: (If Applicable)

Full Name: \_\_\_\_\_ (First) / \_\_\_\_\_ (Middle) / \_\_\_\_\_ (Last) E-mail: \_\_\_\_\_  
Relation with student: \_\_\_\_\_ Phone: \_\_\_\_\_ /



## In case of Emergency Call Order of Priority with 1st, 2nd, 3rd?

1<sup>st</sup> Relation: \_\_\_\_\_ 2<sup>nd</sup> Relation: \_\_\_\_\_ 3<sup>rd</sup> Relation: \_\_\_\_\_  
 Number: \_\_\_\_\_ Number: \_\_\_\_\_ Number: \_\_\_\_\_



## Sibling Information:

### Sibling 1

Full Name: \_\_\_\_\_ (First) / \_\_\_\_\_ (Middle) / \_\_\_\_\_ (Last)

Date of Birth: \_\_\_\_\_ DD / MM / YYYY Gender:  Male  Female (Please tick Appropriate)

School Name: \_\_\_\_\_ Class: \_\_\_\_\_

### Sibling 2

Full Name: \_\_\_\_\_ (First) / \_\_\_\_\_ (Middle) / \_\_\_\_\_ (Last)

Date of Birth: \_\_\_\_\_ DD / MM / YYYY Gender:  Male  Female (Please tick Appropriate)

School Name: \_\_\_\_\_ Class: \_\_\_\_\_



## Reference Details:

Reference Through: \_\_\_\_\_

Address with M. No.: \_\_\_\_\_



## Declaration:

I/We confirm that all the information provided by me/us is correct. I / We further agree to inform the Institute promptly, in writing, of any subsequent changes. I / We agree to meet financial responsibilities promptly. I / We understand that any incorrect information given by me/us will render this application invalid and, consequently, the admission granted will be cancelled.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Parent / Guardian)



## For Institute office use only

### Checklist:

- Birth Certificate Copy  Aadhar Card Copy  Progress Card of Previous School  Leaving Certificate  
 Passport size Photos  Medical Form  S.I.D. No. (For 11<sup>th</sup> Admission)  Admission Fees  
 Bank Details Of Student  SC/ST/OBS Certificate  Previous School U.I.D. No.  Transfer Certificate

Name of the Student: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_

Admission No. \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Admission Officer)



## Uniform Detail:

- An Institute Uniform teaches students to dress smartly and take pride in their appearance.
- An Institute Uniform can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically.
- An Institute Uniform give students a sense of belonging to a particular Institute and create an identity for the Institute in the community
- Children must wear neat & tidy uniform with socks and shoes.



## Institute Timing

- For 6th, 7th, 8th, 9th, 10th, 11th & 12th : 7:30 AM to 03.00 PM
- Regular attendance and punctuality are desired. In case of long absence a Medical Certificate should be produced.
- Children should not arrive, before Institute time as there will be no one to supervise them at that time.
- If you avail transport facility, inform well in advance.
- Please be punctual for arrival & departure timings of Institute.
- For transport enquiries call : \_\_\_\_\_



## Particulars to be submitted along with the admission form:

- Birth Certificate Copy
- 5 Recent Passport Size Photographs
- 3 Aadhar Card Copy
- Medical Form ( As Per Institute Format )
- Bank Details Of Student
- 2 Copies of Progress Card Of The Previous Institute
- Original Leaving Certificate
- Previous School U.I.D. No.
- In case of SC/ST/OBS Certificate
- S.I.D. No. (For 11<sup>th</sup> Admission)



## General Rules & Regulations

Your kind consideration and cooperation will be appreciated for your assistance as parents/guardians to ensure that the following rules & regulations are observed.

- 1) The Child will have to appear for screening / interaction after the form is submitted.
- 2) In case student is absent for more than two days, institute should be informed in advance.
- 3) Don't carry valuable items, Institute take no responsibility in case of loss any valuables.
- 4) Admission cum Registration fee **Rs. 300/-** (For integrated school program) is non-refundable and non-adjustable in any circumstances.
- 5) The first installment is to be paid by cash/cheque and Remaining all Post-Dated Cheques(PDCs) must be submitted at the time of Admission.
- 6) In case of cheque bounce/return, **Rs. 250/-** will be charged as cheque bounce/return charge.
- 7) If student's admission is stuck due to non-payment of fee for more than 15 days from the due date then for re-admission they have to pay late payment charge of **Rs.20/-** per day.
- 8) In case the payment is delayed beyond 30 days then amount of late fee to be **Rs. 500/-**
- 9) Fees once paid will not be refunded.
- 10) Parents must acknowledge any change in the fee structure if ever occurs.
- 11) It is compulsory that all parents attend the parent teacher's meeting.
- 12) Institute reserves the right to use the single/group photographs and name of student for publicity in all kinds of media, if the student succeeds in any Foundation/ Medical/ Engineering/ Board Exams.
- 13) Institute reserves all rights to admission, scholarship scheme, methodology and process of teaching and test/exam, change in class/batch/test schedule. Removal or change in class venue/test centre and time to time alteration of rules and regulations.
- 14) Decision of Manegment of Institute shall be final and binding for any case of dispute or any other points not mentioned in information bulletin.
- 15) All legal matters subjected to Vadodara Jurisdiction only.  
If you pick up your child personally, child will be handed to parents ONLY or the one who is carrying parent's ID card.
- 16) In case of illness - Please report about any complications or illness to the teacher or coordinator as soon as possible especially for communicable diseases.
- 17) In case of withdrawal you need to give 4 weeks notice, during the term. TC will be issued only after clearing pending payments.

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature