

OAKWOOD SCHOOL

Dr.Narayan Das Building, School Bazar, Mandi (HP) – 175 001

ADMISSION / REGISTRATION FORM

Registration Number:
 Admission Number:
 Adhaar Card:

Photograph of Father

Photograph of Mother

Photograph of Child

Information relating to the child

1. Class to which admission is sought.....

2. Childs full name (BLOCK LETTERS).....

3. Date of Birth

Exact age as of the date of admission years Monthsdays

4. Nationality of Child..... Religion Category.....

5.Address: (Permanent).....

.....

.....Phone No

Address: (Present).....

.....

.....Phone No

6.(a) Name of previous school.....

(b) Class in which she/he studying in the previous school.....

(c) Medium of instruction in previous school English Hindi

(d) For class III onwards- Details of marks (%) obtained in last annual exam

Subject									
Marks									

(e) Outstanding achievements in other activities (if any).....

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(f) Details of disability (if any)

Information Relating to the family:

1. Father's Name:.....
Academic Qualification
Occupation.....Designation.....
Name of the organisation/Company/ Department
Office Address
Phone (office)Phone (resi)Mobile.....
Email.....

2. Mother's Name:.....
Academic Qualification
Occupation.....Designation.....
Name of the organisation/Company/ Department
Office Address
Phone (office)Phone (resi)Mobile.....
Email.....

3. Legal Guardian's Name:.....
Academic Qualification
Occupation.....Designation.....
Name of the organisation/Company/ Department
Office Address
Phone (office)Phone (resi)Mobile.....
Email.....

4. Particulars of real brothers/ sisters studying in Oakwood School.

Name of the Child	Class	Year of Admission

5. Mark the preferred payment Option: Annually Quarterly

Checklist of documents to be submitted:

- 1. Attested Municipal Birth Certificate
- 2. Photocopy of Adhaar Card.....
- 3. Transfer Certificate
- 4. Copy of report card of previous class.....
- 5. Certificate of disability (if applicable).....
- 6. BPL certificate (if applicable)

DECLARATION:

- 1) I solemnly declare that the statement of the date of birth of my son / daughter / ward _____ as given above is entirely correct. And I shall not make the request for change.
- 2) I understand that only Security will be refunded back.
- 3) I hereby certify that in case I do not claim the security money within a period of one year of cancellation of admission, I will have to forfeit my right over the refund of this amount
- 4) I have made careful note of various details of the school fees. I have made satisfactory arrangements for remittance of school fee within due dates without waiting for reminder from the school
- 5) I understand that since admission is granted to my ward before the start of the academic session, I would have to pay the difference in the amount in case the fee for the session for which s/he is admitted is revised
- 6) I understand that the fees may increase as per the decision of the management.
- 7) Having carefully read the rules, regulations and procedure carefully I hereby agree/certify that I shall follow the rules, regulations and procedure laid down by the school from time to time.
- 8) I hereby attest my signature to confirm the above declaration

Agreement

I promise to abide by the rules and regulations of the school in all respects. I accept that these may be changed from time to time and in any question regarding the interpretation of the rule decision of the Principal will be final and binding on me.

I will be responsible for the expense, studies and conduct of my son/daughter/ward. In case of any breach of discipline or neglect of studies or non-payment of fees when due, his name may be removed from the roll of the school at the discretion of the Principal.

Date: / /
Place

Signature
Name in Full (BLOCK LETTERS)
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