



ENDEAVOUR GLOBAL SCHOOL

REG FORM NO: _____

ADMISSION FORM

**PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH
HERE**

Dear Parent/Guardian,

Welcome to the Admission Centre. Please use this form to apply for your child's registration and subsequent admission for the Academic Year 2018-19. We need complete and accurate information to complete the Admission process. Hence do fill all the fields.

Section 1: CHILD'S PERSONAL DETAILS

Child's Name		Date of Birth	DD	MM	YY
Place of Birth		Religion		Nationality	
Male / Female		Mother Tongue			

Whether Belonging to: SC ST OBC

Whether Belonging to Minority Community: Yes No

Whether Pupil has any Special Education Needs: (Please Specify)

Section 2: ACADEMIC DETAILS

Class you want to apply for	
School previously attended	
Extra-curricular interest	
Skills/Talents	
Sports interested in	

Section 3: PARENT / GUARDIAN DATA

Father's Name			
Profession		Designation	
Contact Number		E Mail ID	
Mother's Name			
Profession		Designation	
Contact Number		E Mail ID	
Residential Address (House No, Street Name, Ward No, Pin Code and Nearest Police Station)	<hr/> <hr/> <hr/>		

Section 4: AUTHORISED LOCAL GUARDIAN (For Boarders Only)

GUARDIAN'S NAME			
Profession		Designation	
Relationship with Student			
Contact Number		E Mail ID	
Residential Address (House No, Street Name, Ward No, Pin Code and Nearest Police Station)	<hr/> <hr/> <hr/>		

Section 5:

Name of Staff in case of Staff Ward: _____

Section 6:

Details of siblings studying in the School:

1. Name: _____ Gender: _____ Class: _____

2. Name: _____ Gender: _____ Class: _____

Section 7:

Mode of Transport to School: School Transport Private Other

Section 8: PERSONALITY AND HEALTH

(a) Please provide details of any special aspects of your child's personality:

(b) Please provide information if your child has any health problem requiring special attention:

Section 9: DECLARATION

I confirm that, to the best of my knowledge, the information provided in this form is correct. I have understood and agree to abide by all school rules including school discipline, inter-school/city transfers and tuition fee payment and refunds. I also acknowledge that while the school does its best to ensure the safety of each child's life, health and property, the school cannot be held responsible for any damage to these.

Date: _____

Signature of Parent/ Guardian

Signatory's Name: _____

Signatory's Relation with the Child: _____

ADMISSION PROCEDURE

1. The completed admission form along with the following documents and the registration fee is to be submitted to the School Office :
 - (i) Original Birth Certificate of the student along with a photocopy of the same. The original certificate will be returned after due verification. The birth certificate should be issued by the Municipal Corporation or any other competent authority.
 - (ii) Original Transfer Certificate for Class I and above.
 - (iii) Photocopy of Aadhar Card of both the child and parent.
 - (iv) Photocopy of passport for foreign nationals.
 - (v) Medical fitness certificate.
 - (vi) Blood group report.
2. After the admission form has been processed, a date will be given for the applicant's interaction with the School Staff and Students.
3. Parents are informed of the outcome within seven (07) days of the interaction. If a place is offered, the child's admission / enrolment must be confirmed and all dues paid within seven (07) working days from date of offer. If, within seven (07) working days, enrolment is not confirmed, the child's place will be offered to another candidate and registration fees will not be refunded.
4. If, however, after interaction no place is offered to the child the registration fee will be refunded.

FOR OFFICE USE ONLY

Form Checked By : _____
Verified Photocopy of Birth Certificate : Yes / No
Photocopy of Aadhar Card of Child & Parents : Yes / No
Original Transfer Certificate (If Any) : Yes / No
Photocopy of Passport Foreign Students : Yes / No
Medical Fitness Certificate : Yes / No
Blood Group Report : Yes / No
Written Test : Pass / Fail
Child & Parents Interaction with :

Date: _____

Signature Academic Counselor

FEES	
Registration Fee	Rs.
Security Deposit	Rs.
Admission Fee	Rs.
Annual Fee	Rs.
Sports and Co-curricular activities Fee	Rs.
TOTAL	Rs.
Fees paid by Cash / Card / Cheque No.	

Cheques / Demand Draft to be made in favour of "ENDEAVOUR GLOBAL SCHOOL" payable at Siliguri

ENDEAVOUR

Date: _____

Signature of Accountant

Counter checked the form and amount details found to be in order. No anomalies to report.

Admission Date: _____

Unique Student ID: _____

Date: _____

Signature Office Supdt

**ADMISSION
ACCEPTED/REJECTED**

Date: _____

Signature Headmistress