



# ST. JOSEPH'S SR. SEC. SCHOOL

Sector 44-D, Chandigarh

( Unaided Minority School )

## ADMISSION FORM

Please Paste passport size coloured Photo of the child seeking admission with clearly indicating name of the child & date of taking the photograph (Staple 2 Child's Photos) and one Postcard Size Family Photo

Admission No. \_\_\_\_\_ Session : \_\_\_\_\_

(1) Name Master / Miss \_\_\_\_\_  
(in block letters)

(2) Class in which the pupil is seeking Admission \_\_\_\_\_

Previous class completed \_\_\_\_\_ Previous school attended \_\_\_\_\_

(3) Date of Birth \_\_\_\_\_ Age \_\_\_\_ Years \_\_\_\_ Month/s Sex  Boy  Girl  
D D M M Y Y Y Y

(in Words) \_\_\_\_\_

PEN \_\_\_\_\_ AADHAR NUMBER \_\_\_\_\_  
(Permanent Education Number)

(4) Right to Child  Father  Mother  Guardian

(5) Mother's Name \_\_\_\_\_ Age \_\_\_\_\_  
(in block letters)

Occupation \_\_\_\_\_ Educational Qualification \_\_\_\_\_ Annual Income \_\_\_\_\_

Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

Address of Place of employment \_\_\_\_\_ Designation \_\_\_\_\_

(6) Father's Name \_\_\_\_\_ Age \_\_\_\_\_  
(in block letters)

Occupation \_\_\_\_\_ Educational Qualification \_\_\_\_\_ Annual Income \_\_\_\_\_

Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

Address of Place of employment \_\_\_\_\_ Designation \_\_\_\_\_

(7) Please tick the box if  single parent or  adopted child (attach legal documents)

(8) Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Telephone No. Residence \_\_\_\_\_ Office \_\_\_\_\_

(9) Guardian's Name & Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

(10) Religion \_\_\_\_\_ Nationality \_\_\_\_\_ SC/ST/BC/OBC/MINORITY \_\_\_\_\_  
(attach attested copy of the certificate)

(11) Does the pupil suffer from any Medical Ailment or Physical Handicap \_\_\_\_\_  
(attach Medical Certificate)

(12) Any sibling studying in the school. (Yes/No) If yes, please write Name \_\_\_\_\_ Class \_\_\_\_\_

### Important Information:

- The National Commission for Minority Educational Institution, Govt. of India, New Delhi, has declared St. Joseph's Sr. Sec. School, Sector 44-D, Chandigarh to be a Minority Educational Institution within the meaning of Section 2(g) of the NCMEI Act.
- Student staying as paying guest are not eligible for admission in the school.
- The presence of both parents with the child is mandatory on the day of admission. (In case of single parent, custody record/ legal documents to be submitted)
- The ward's and parents' names must be written on this form as on the birth certificate. No changes will be made thereafter in the date of birth or names.
- Once the message is conveyed through SMS / Whatsapp / email on the above mentioned contact no. or email ID or through School Link Book (School Diary), it will be deemed to have been delivered.
- In case your child is held responsible for causing any physical harm/injury he/she shall be immediately expelled.
- The medical information provided by you regarding your child/ward is correct & nothing has been concealed therefrom. And if any issue arises due to concealment of such medical facts, the school will not be held responsible.
- In case of Learning Disability or Chronic Illness , you need to submit the reports with the school office to enable careful handling of the child in accordance with the same.
- The school does not own any transport vehicle and is not responsible for providing transport facilities however private contractors are plying the same.

\* Admission of your ward would remain provisional till you deposit documents mentioned in the check list with the school office. You are not entitled to get any certificate from school till submission of the documents.

- I have read the Form and I certify that the information entered by me in the above form is true. In case the information supplied is found to be incorrect, it can lead to cancellation of the admission. My ward will abide by the rules and instructions as laid down by the School and any amendment which may be issued later on by School Administration.
- I am aware that I shall pay the tuition fee irrespective of the platform used to teach in accordance with applicable Govt. Guidelines.

\_\_\_\_\_  
Father Mother Guardian  
Signature

Required documents  
Checked & Verified by \_\_\_\_\_

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

Principal

## **Important Instructions Regarding Fee**

1. ADMISSION FEE AND SCHOOL FEE IS NON REFUNDABLE
2. The tuition fee shall be paid irrespective of the platform used to teach in accordance with applicable Govt. Guidelines.
3. Due date for the payment of fee is 10<sup>th</sup> of months mentioned on SchoolApp.
4. Late fee of Rs10/- per day will be charged after the expiry of the due date.
5. In case the fee is pending for more than one month from the due date, the SchoolPad will get automatically inactivated.
6. If fee is not paid by the last two months in which it is due, name will be struck off the rolls & he/she will have to seek readmission.
7. In case of withdrawal of your ward, one month prior notice is must or fee in lieu of the same will be charged.

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Date

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Parent's Sign

# Checklist for Admission

Kindly tick the documents being submitted along with the admission form.  
Please ensure that all documents are attested and legible.

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- |   |                          |
|---|--------------------------|
| (1) <b>Birth Certificate</b> – of the child (Self Attested copy)  | <input type="checkbox"/> |
| (2) <b>ID Proof (Self Attested by Parents)</b> –Passport/Voter Card/PAN Card/License<br>(any two for each parent)   | <input type="checkbox"/> |
| (3) Self attested proof of residence (Ration Card/Voter I-Card/Electricity or Water Bill/Tenant's<br>Deed/ Aadhaar Card/Passport etc)   | <input type="checkbox"/> |
| (4) <b>Transfer Certificate</b> – of the child from previous school (original copy)   | <input type="checkbox"/> |
| (5) <b>Academic Report of the previous year</b> (attested copy) and original to be shown  | <input type="checkbox"/> |
| (6) <b>Photographs</b> – Child's recent passport size – 2 Photographs (with Name and current Date to<br>be printed on the photographs)  | <input type="checkbox"/> |
| Family's recent postcard size – 1 Photograph  | <input type="checkbox"/> |
| (7) <b>Certified copy of legal documents in case of single parent</b> (court orders/ legal documents<br>indicating legal custody of the child)  | <input type="checkbox"/> |
| (8) Affidavit of guardianship to be submitted if student lives with a local guardian  | <input type="checkbox"/> |
| (9) <b>Schedule Caste/ Schedule Tribe/Other Backward Class/Minority</b> – attested certificate from<br>the appropriate authority.   | <input type="checkbox"/> |
| (10) If foreign national,   |                          |
| <b>a. Valid passport</b>  | <input type="checkbox"/> |
| <b>b. Valid Visa + Residential Permit or PIO Card/OCI Card</b>  | <input type="checkbox"/> |
| (11) Children who are handicapped/suffering from a medical ailment or are differently abled and<br>can be mainstreamed:   |                          |
| <b>a. Medical/Learning Disability certificate</b> from PGI/GMCH 32/GMCH 16/<br>a Govt. Hospital (learning disability certificate must be from Psychiatric Department of<br>the Govt. hospitals) | <input type="checkbox"/> |
| <b>b. Detailed assessment report</b> indicating that the child can be mainstreamed.   | <input type="checkbox"/> |

*Kindly Note- Any pending document must be submitted in the school office within 7 days or admission will be cancelled*

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**Total number of documents attached** \_\_\_\_\_.

**Signatures-**

\_\_\_\_\_

**Father**

\_\_\_\_\_

**Mother**

\_\_\_\_\_

**Guardian**

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*(For office use only)*

Documents Checked and Verified by - \_\_\_\_\_  
(name) (signature)

Date - \_\_\_\_\_

Remarks, if any- \_\_\_\_\_