



Greenfield Convent School



REGISTRATION NO. : _____

ADMISSION FORM : _____

ADMISSION FORM

Use only block letters. Please provide all details without leaving any blanks.

DOCUMENTS REQUIRED

Please attach photocopy of following documents along with the photographs.
Documents needed to be self attested.

- ✓ Birth Certificate
- ✓ Previous Class Report Card (For Admission to Class UKG to Class VI)
- ✓ Immunization Card
- ✓ 4 Photographs (Passport Size) of the Student
- ✓ Aadhar Card

Passport
Size
Photo

PERSONAL DETAILS

Name : _____ Date of Birth ____ / ____ / ____
 Sex : M F Blood Group _____ Nationality _____
 Religion : _____ Category : General OBC SC ST Other
 Mother Tongue : _____ Single Parent : Yes No
 Legal Guardian (if single parent) Father Mother *Legal Document required
 Contact No. : _____ Mobile : _____

PRESENT ADDRESS

PERMANENT ADDRESS

EDUCATION DETAILS

Admission Sought in Class _____
 2nd language Hindi Bengali

EDUCATION DETAILS

Name of School
 Place
 Board
 Principal's name
 Class last attended
 Passed with %
 Session
 Medium of instruction

IN CASE OF EMERGENCY

Contact Person's Name _____
 Relation with the Student _____
 Mobile _____

TRANSPORT : Y N



FATHER'S DETAILS

Name :
 Highest Qualification :
 Mobile Number :
 Emergency Contact Number :



WORK DETAILS

Service Business Professional Others

Sign :

Organisation name :
 Designation :
 Annual Income : Upto 2 Lakh Upto 5 Lakh More than 5 Lakh
 Office address :
 Office contact no. :

MOTHER'S DETAILS

Name :
 Highest Qualification :
 Mobile Number :
 Emergency Contact Number :



WORK DETAILS

Service Business Professional Others

Sign :

Organisation name :
 Designation :
 Annual Income : Upto 2 Lakh Upto 5 Lakh More than 5 Lakh
 Office address :
 Office contact no. :

DECLARATION

I/We, _____ (Father's name) & _____ (Mother's name) parents of _____ (Student's name) have read the school's rules & regulations mentioned in the guide book and hereby agree to abide by the same. All the above mentioned details provided by me/us are true in all respects. In case of any discrepancy, the School Authority reserves the right to cancel the Admission Form as well as the admission of the child. I/We also hereby agree to abide by the school rules that the school reserves the right to issue a compulsory Transfer Certificate to the Child for any act of indiscipline. I have read and fully understood these conditions and declarations.

Father's Name _____ Signature _____ Date _____
 Mother's Name _____ Signature _____ Date _____



GENERAL INSTRUCTIONS

Thank you for showing interest in Greenfield Convent School, Habra. Please read the following Rules & Regulations carefully before seeking admission.

GENERAL INSTRUCTIONS

1. The final list of selected students will be displayed on the notice board of the school office. Parents have to collect the selection letter from the school office on the same day after declaration of result.
2. The requisite documents mentioned in the selection letter along with a photocopy of the Fee Slip must be submitted within the stipulated date for securing admission.
3. It is mandatory for all students from Class I onwards to submit the Transfer Certificate and Report Card/Mark Sheet of the last school attended by them. No student will be admitted to school without submission of TC from the previous institution. The student will not be placed in a class higher than that for which the Transfer Certificate qualifies him/her.
4. The Managing Council of the school reserves the right to have the final decision in all matters related to the admission.

FOR CHALLENGED CANDIDATES

Greenfield Convent School encourages education for all children. But, as we are not equipped with special methodologies for challenged children, we humbly request parents not to apply for admission till we are equipped with such facilities. If in spite of the limitations, such children are incorporated into our system, the school cannot be held responsible in case of their lack of adaptability, deficiencies in the art of comprehension, failure to meet the required academic standards and inevitable constraints in the path of holistic development.

FEE & BILLING

1. In case of withdrawal, fee once paid at the time of admission is not refundable in any case except the security deposit. The security deposit will be refunded only when all dues to the school are cleared and if at the time of admission no scholarship was offered.
2. Session fees, Education fees and Transport maintenance charge will be subject to annual revision.

- Transport maintenance charge is applicable as per location and distance.
- Fees once paid are non refundable.
- Service Tax applicable as per Government norms.
- Books and uniform charges are not included in the school fees.
Annual fee is charged for the Academic year (2018-2019) from April to March.
- Please ensure full payment for the relevant quarter. All quarterly fees must be paid on or before the 5th of the first month of the relevant quarter.

Date :

Parent's Signature :