



**DHA COLLEGE & SCHOOL SYSTEM
KIDS CAMPUS
& TEACHERS' TRAINING INSTITUTE**

Opp. Building No. 49, Seaview Township, Phase-V Extension, DHA, Karachi. Phone: 35840473

PHOTOGRAPH
1.25" x 1.25"

ADMISSION FORM

Please write in Block Letters

1. Child's Name: _____ Sex: Male Female

2. Date of Birth: _____ 3. Place of Birth: _____

(According to registration certificate or Passport in case of foreigners. No change in serial 1 & 2 will be made later)

4. Religion: _____ 5. Nationality _____

6. To which class admission is required: _____

7. Previous School(s) attended: _____

8. Father's / Guardian's Name: _____

9. Occupation: _____

10. Position held in the Dept. / Organization _____

11. Residential Address: _____

12. Business Address: _____

13. Telephone No. _____

a. Residence _____

b. Business _____

c. In emergency _____

I here by undertake to abide by all Rules and Regulations of the School as printed overleaf and emended or introduced from time to time in the overall interest of the school.

I also undertake to pay the prescribed school fee and sundry charges regularly before due date.

Date: _____

Signature of Parent / Guardian

NIC No. _____

RULES & REGULATIONS

1. Acceptance of the application form only means that a child is eligible to apply for admission to the school and does not Guarantee Admission.
2. Admission remains provisional and is not confirmed unless the following documents are submitted
 - i) Discharge certificate from the previous school attended.
 - ii) Photocopy of birth certificate from the Cantonment Board or Municipal Corporation where the child was born. Original should be produced at the time of interview.
3. At the time of admission a non-refundable admission fee will be charged.
4. The school fee payable every two months and for all 12 months of the year are deposited in the bank where the school operates its account. However, fee for the vacation are payable in advance before the closure of school. Fee paid after the 15th of the month are subject to a flat fine of Rs.150/= (regardless of the number of days overdue). If no fee has been received by the end of two month, the student is treated as withdrawn and a re-admission fee of Rs. 500/= is charged if re-admission is possible.
5. The school fee is subject to review from time to time with or without notice.
6. While the School takes every precaution possible to prevent accidents, injuries occasionally do occur. We request parents to give an undertaking absolving the School authorities from and liability in such an eventuality. Your signature on this form is your signed "release" to the school.
7. Punctuality and regular attendance are insisted upon. Leave is to be granted when deemed absolutely unavoidable. No leave will be given unless written application, duly signed by the parent/guardian are made to the Principal. Parents must consult the Principal before applying for leave.
8. Children suffering from infectious or contagious diseases will not be permitted to attend the school till their full recovery is duly certified by a competent medical authority.
9. Students, coming to school with untidy appearance are liable to be sent back home.
10. A student, remaining absents from the school for 10 consecutive days without intimation to the school authorities, is liable to be removed from the School Rolls.
11. Visiting hours for parent to the Principal's office are from 9:00 a.m. to 11:00 a.m. from Monday to Thursday and on other days by previous appointment. Visits to classrooms and meeting with teachers can be arranged only with prior permission of the Principal.
12. The school reserves the right to withdraw a student with or without assigning any reason.
13. The school leaving certificate is issued when all school dues are cleared and the student has completed at least one academic year. Caution money can be claimed within one year after the child leaves the school.

I have read the rules regulations and requirements of the school and agree to abide by them and to co-operate with the school authorities in every way required.

I also agree to the financial terms of the school and undertake to give one month's notice in writing before withdrawal or to give one month's fee in lieu of notice thereof.

Signature of Parent / Guardian

FOR OFFICE USE ONLY

Date of Admission _____

Class to which admitted _____

Roll No. allotted _____

Status _____ Armed Forces / Civilian / DHA Employee / C.B.C. Employee

Remarks _____

Head of Department