

## Saupin's School

	MOHALI	T.	011
A Minority	<b>Educational</b>	Institution	

Registration No.	
Roll No.	

SCHOOL COPY

Covered under section 2(g) of the National Commission for Minority Educational Institutions Act, 2004

#### **APPLICATION FOR REGISTRATION (SESSION 2023-24)** For Admission to LKG

LAST DATE FOR SUBMISSION OF COMPLETED FORM: 22nd December, 2022 by 1:00pm

FOR C	FFICE USE			APPLIE	D FOR	
Toke				Tick the C		
Applicant admitted		M Y Y Y YY	Christian Community	Ward of Teachers / Staff	Sibling	General Category / Sector

**AGE CRITERION** 

Date of birth must be between 1st October 2018 and 30th September 2019

#### Preference will be given to applicants in this order:

- 1. Applicants of the Christian Community (up to 100% fee exemption) (5% quota)
- Wards of Teachers / Staff of Saupin's School
- 3. Siblings of Present Students
- 4. The Management will reserve upto 9 seats which will be granted to deserving applicants.
- 5. General
  - Preference to those residing nearest to the school, phase/sector wise.

#### Documents required at the time of submission of completed **Registration Form**

- 1. Photocopy of proof of Christian community (for applicants under Category 1)
- Blood Group Report of the child
- Latest Passport Size photographs of Father and Mother (Individual)
- One Latest passport size photograph of the child pasted at the given place.
- 5. Photocopy of applicant's birth certificate.
- Photocopy of proof of residence. (Present)
- Photocopy of Aadhar Card (Father, Mother & Child)
- Declaration of income of family from ALL sources accompanied by latest copy of:
  - Income Tax Return(s) (Computation of Income from all sources)
  - Acknowledgement of above ITR(s)

Note: Original documents will only be inspected at the time of actual admission.

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Name																															I
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**Gender:** M | |/ F | | Date of Birth Age on 01.04.2023 м м YEARS MONTHS DAYS

(NO SUBSEQUENT CHANGE WILL BE ALLOWED) Class to which admission sought Nationality:

Whether belonging to sc OBC (Relevant Certificate to be produced at the time of admission) CHRISTIAN BUDDHIST MUSLIM SIKH JAIN Whether belonging to any minority community OTHERS (Please Specify)

lon	ne .	Ad	dre	ss																			
Em	ail	ID									٧	Vall	king	g di	star	nce	fro	m S	Sch	ool		Kr	m

Please paste a
recent passport
size photograph
of the applicant in
this space

Old

Phone No.	Aadhar Card No.			
*Mobile No.	(Designated for Communication	(If with school)	available)	
PARENTS'/GUARDIAN'S DETAIL	(Please leave one box blank bet	ween each word	d)	
Father/Guardian's Name	<del>-</del> 			
Relationship with applicant (If other that	n Father)			
Educational Qualification		upation		
Designation	Organisation/ Department			
*Mobile No.	*Email ID			
Office Address				
	Approx. Annual	Income		
Mother's Name (If not Guardian)				
Educational Qualification		upation Specify)		
Designation	Organisation/ Department	s specify)		
*Mobile No.	*Email ID			
Office Address				
	Approx. Annual	Income		
Total family income from all sources (A	nnual)	$\Box$		in words)
<u> </u>	, <u> </u>			<u> </u>
No change in the names of S				
addition or subtraction of	f Surname or the age of t	ne student	. Will be all	owea.
DETAILS OF SIBLING(S) CURREN	LY STUDYING IN SAUPIN'S S	CHOOL, MC	HALI	
(Please Note: No fee concession for sibling	) (Please do not include cousins)			
S. No. Name	Relation with Applicant (Brother/Sister)	Class	House	Roll No.
Any information about the applicant that you won bhysical activity is hampered and also food alle				
required				

Area(s)/field(s) in v	vhich parent / g	uardian wo	uld like	to contribute t	to enrich	schoo	ol life. (Ple	ase ad	d extra sheet if required)
Career Talk		Medical		Cultural	s	ports		Teach	er Substitution
Others Plea	se Specify								
FAMILY INFO	RMATION								
I AMILI INI C	KMATION								
Student Lives with	n Both Parei	nts		Mother			Father		Others
Legal Custody	Both Pare	ents		Mother			Father		Others
Correspondence v	with Both Par	ents		Mother			Father		Others
Please check	Parents S	eparated		Parents Div	vorced				Parent Remarried
if appropriate	Father de	ceased		Mother Dec	ceased				Parent Remarried
In case of others	please specify	the follow	ing						
Name				Relations	hip with	the Ch	ild		
Contact no				Email id_					
TRANSPORT	ATION INFO	ORMATIC	ON						
Would you be o	opting for Scl	hool Bus		Please tick it	f Yes)				
If No, please se	elect the othe	r Mode of	Trans	portation					
Own Tra	nsportation								
<ul> <li>Cycle</li> </ul>									
<ul><li>Private T</li></ul>	ransport								
I have read careful to the best of my ki	ly the instructions	s regarding a lief.	dmission	<b>DECLAF</b> and undertake			m. The info	rmation	(To be signed by both parents) filled in this form is correct and true
*Guardian/ Father's	-					*Mothe	er's Name		
Guardian/ Father'	s Name								
*Signature						*Signa	ture		

FOR OFFICE	E USE								
Roll No. Adn	mitted on D D M M Y Y Y Y Y DUPLICATE COPY								
APPLICANT'S DETAILS (Please leave one	e box blank between each word) E.g. VINAYKSOOD								
Name									
Gender: M / F Date of Birth	Nationality:								
(NO SUBSEQU	D D M M Y Y Y Y  UENT CHANGE WILL BE ALLOWED)								
Class to which admission sought									
Whether belonging to SC ST OBC (F	Relevant Certificate to be produced at the time of admission)								
Whether belonging to any minority community	CHRISTIAN BUDDHIST MUSLIM SIKH JAIN								
OTHERS	S (Please Specify)								
Home Address									
*Mobile No.	Aadhar Card No.								
(Designated for Communication									
*Email ID									
PARENTS'/GUARDIAN'S DETAILS	(Please leave one box blank between each word)								
Father/Guardian's Name									
Relationship with applicant (If other than Fath	ther)								
Educational Qualification	Occupation Occupation								
Mobile No.	(Please Specify) Email ID								
Mother's Name									
(If not Guardian)  Educational Qualification	Occupation III								
	Occupation								
Mobile No.	Email ID								
No change in the names of Student, Mother, or Father, including change in spelling, addition or subtraction of Surname or the age of the student will be allowed.									
DETAILS OF SIBLING(S) CURRENTLY ST	TUDYING IN SAUPIN'S SCHOOL, MOHALI								
(Please Note: No fee concession for siblings) (Plea									
S.No. Name	Relation with Applicant Class House Roll No. (Brother/Sister)								

<sup>\*</sup> Mandatory



# Saupin's School

Registration No.	
Roll No.	

### A Minority Educational Institution

**PARENT'S COPY** 

Covered under section 2(g) of the National Commission for Minority Educational Institutions Act, 2004

#### Admission Registration Slip 2023-2024

#### INSTRUCTIONS REGARDING ADMISSION

- 1. Parents of students seeking admission to Saupin's School must submit this form, duly completed, at the school office between 09:00am to 1:00pm with the necessary attachments.
- 2. Parents are strongly urged to try for admission in other schools as well as it will not be possible to accommodate all applicants.
- 3. Application for Registration fee is non-refundable and does not in any way guarantee admission. Parents are requested to clarify any doubt(s) before making payment. Admission will be given purely on the <u>basis of rules prescribed in the application form.</u>
- 4. Parents may be approached by people claiming to know the Management/Principal or having a say in the admission procedure. Please do not be misled by them.
- 5. Any attempt to use friends or influential people in procuring recommendations for admission will invite automatic disqualification.
- 6. Incomplete forms, or those filled with wrong information, may be rejected.
- 7. Kindly bring the original of the certificates already submitted by you, at the time of securing admission.

No change in the names of Student, Mother, or Father, including change in spelling, addition or subtraction of Surname or the age of the student will be allowed.

The attached (Undertaking in the form of an Affidavit) is to be submitted to the school on Stamp Paper of Rs. 50/- duly notarized AT THE TIME OF ACTUAL ADMISSION – at the time of payment of admission fees.

APPL	.IC	A۱	IT'	SI	DE	TΑ	(IL	S	(F	Pleas	se le	ave	one	box	blar	ık be	twee	en ea	ach '	word	d) E.g.	٧	I	N	Α	Υ	К	S	0	0	D	
Name																																

\Principal

Result will be displayed on 17th January, 2023 at 2:00pm

Last Date for securing admission and payment of fee: 11th February, 2023

between 9:00am and 1:00pm

### Fee Structure 2023-2024 (Nursery)

(Upto 100% Fee Exemption for Student of Christian Community upto 5% quota)

Admission Fee (One Time) Non- Refundable	Rs	5. 22,390.00								
Caution Fee (One Time) Refundable	Rs	3.16,965 .00								
Tuition Fee	Rs. 7349.00	Rs. 22,050.00								
	(Per Month)	(Per Quarter)								
Total Payable at the time of admission	Rs. 46704.00	Rs. 61,402.00								
Payment by Cheque only. In favour of "Saupin's School"										
A late fee of Rs. 5/ - per day will be levied if fee is paid after the due date for subsequent payments.										



# Saupín's School

#### Mohali

#### Undertaking in the form of an Affidavit

This is to c	ertify that I,				father /	guardia	n of the
applicant _		<b>AND</b> I,			mother /	guardi	an of the
above stated	d applicant ha	ave read the	rules of t	he school a	pplying t	o the pa	rent and
the student	and agree to	accept and	abide by	them, joint	ly and se	everally,	and any
changes ma	ade therein,	from time	to time.	(Available	on the	school	website:
www.saupir	ns.com)						

In particular, we accept and will abide by the following

- 1. That the school uses cutting edge modern technology for education, which at a certain stage will require access to the internet/computers/smart phones/tablets at home and, which our ward shall be provided with.
- 2. That the school lays special stress on all round activities like sports and other clubs (see list on website under link "http://saupins.com/mohali/page.php?ss=82") and we accept our duty to encourage our children to take active part in them, even after school hours.
- 3. That children selected to represent the school in various fields may be required to travel nationally / internationally and we accept our duty to encourage and facilitate such participation.
- 4. That after a certain level the school will operate for longer hours and we undertake to accept this despite distance from school and / or any tuitions etc. the child may be undergoing privately.
- 5. That no change in date of birth (from as in the Birth certificate submitted at the time of admission) of student will be allowed.
- 6. That no change in the names of the student or parents / guardian shall be allowed without due process as specified by the CBSE:-
  - Affidavit given by the parent, duly notarized/ signed by the Executive Magistrate.
  - Advertisement in two newspapers.
  - Inclusion in the official Gazette.
- 7. That no student will be allowed to leave the school premises during school hours. (NO HALF DAY LEAVE).
- 8. That students must come to school neatly and cleanly dressed, in their complete school uniform prescribed for the season.
- 9. That students must reach school 5 minutes before the bell and that late comers will be sent back home.

- 10. That the school follows a point system for conduct / misbehavior. After a certain limit students will be detained after school and that parents will have to make their own transport arrangements.
  - That for Classes VI-VIII, marks in academic subjects will be downgraded or upgraded according to conduct / behavior.
- 11. That parents must check the school app/website regularly for notices/homework/updates/circulars etc.
- 12. That school fees have to be paid on time, and that there will be a late fee of Rs. 5/- per day for any delay. And that, in any event, the school reserves the right to strike off the names of those students whose fees are in arrears for 3 or more months. Also that the school will not permit joining a class in the next session if all fees/dues are not cleared before the beginning of the new session.
- 13. Parents who wish to withdraw their children after the start of the academic session, must inform the school in writing. The parent will be liable to pay fee till the date of the student's withdrawal, which must include one month's notice (30days) or pay one month's fee in lieu of the notice, in addition to current dues. In any event Admission Fee once received will not be refunded.
- 14. That in the event of any natural or man-made disaster, we undertake to continue paying fees etc. as per directions of the administration / courts as the case may be.
- 15. That we also undertake not to participate in any agitation or demonstration and tarnish the fair name of the school in any public fora. Any valid complaints may be forwarded to the school authorities for redressal.

Deponent (Father)		Deponent (Mother)
	Verif	fication
Verified that the con	ntents of the abov	ve affidavit are true and correct to the best
of our knowledge ar	nd nothing has be	een concealed therein.
Signed on	day of	at Mohali.

Deponent

(Mother)

(This document is to be submitted on stamp paper of Rs. 50/duly notarized at the time of actual admission)

Deponent

(Father)