



Saupin's School

MOHALI

A Minority Educational 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 2025-26) For Admission to LKG

LAST DATE FOR SUBMISSION OF COMPLETED FORM : 7th December, 2024 by 1:00pm

FOR OFFICE USE

APPLIED FOR

Applicant admitted on <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y	Tick the Category		
	General Category / Sector	Ward of Teachers / Staff	Sibling

AGE CRITERION FOR LKG : Date of birth must be between 1st April 2020- 31st March 2021

<p>Preference will be given to applicants in this order:</p> <ol style="list-style-type: none"> General Preference to those residing nearest to the school, phase/sector wise Siblings of Present Students Wards of Teachers / Staff of Saupin's School The Management will reserve upto 9 seats which will be granted to deserving applicants. 	<p>Documents required at the time of submission of completed Registration Form</p> <ol style="list-style-type: none"> Photocopy of applicant's birth certificate. 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. Photocopy of proof of residence. (Present) Photocopy of Aadhar Card (Father, Mother & Child) Report Card from previous school if Any Transfer Certificate from previous school attended / Declaration of Home Schooling Declaration of income of family from ALL sources accompanied by latest copy of: <ul style="list-style-type: none"> Income Tax Return(s) (Computation of Income from all sources) Acknowledgement of above ITR(s).
<p>Please note</p> <ul style="list-style-type: none"> Original Documents will be verified at the time of Actual Admission 	

There will be NO draw of lots

APPLICANT'S DETAILS

(Please leave one box blank between each word) E.g.

V I N A Y K S O O D

Name

Gender: M / F Date of Birth
D D M M Y Y Y Y

Age on 01.04.2023
YEARS MONTHS DAYS

(NO SUBSEQUENT CHANGE WILL BE ALLOWED)

Class to which admission sought Nationality: _____ Blood Group _____

Whether belonging to SC ST OBC (Relevant Certificate to be produced at the time of admission) Religion _____

Whether belonging to any minority community CHRISTIAN BUDDHIST MUSLIM SIKH JAIN

OTHERS (Please Specify) _____

Home Address

*Email ID

Walking distance from School Km

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

Phone No.

Aadhar Card No.

*Mobile No.

(Designated for Communication with school) (If available)

PARENTS'/GUARDIAN'S DETAILS

(Please leave one box blank between each word)

Father/Guardian's Name

Relationship with applicant (If other than Father)

Educational Qualification

Occupation

(Please Specify)

Designation

Organisation/ Department

*Mobile No.

*Email ID

Office Address

Approx. Annual Income

Mother's Name

(If not Guardian)

Educational Qualification

Occupation

(Please Specify)

Designation

Organisation/ Department

*Mobile No.

*Email ID

Office Address

Approx. Annual Income

Total family income from all sources (Annual) _____ (in words)

Only Child of Parent Yes No

Only Girl Child of Parent Yes No

FAMILY INFORMATION

Student Lives With: Both Parents Mother Father Other

Legal Custody: Both Parents Mother Father Other

Correspondence to: Both Parents Mother Father Other

Check if appropriate: Father Deceased Mother Deceased Parents Divorced

Father Remarried Mother Remarried Parents Separated

Parents Living Outside India

In case of others please specify the following

Name _____ Relationship with the Child _____

Contact no _____ Email id _____

TRANSPORTATION INFORMATION

Would you be opting for School Bus (Please tick if Yes)

If No, please select the other Mode of Transportation

- Own Transportation
- Cycle
- Private Transport

DETAILS OF SIBLING(S) CURRENTLY STUDYING IN SAUPIN'S SCHOOL, MOHALI

Please Note: There is No fee concession for siblings (Please do not include cousins in the list below)

S. No.	Name	Relation with Applicant (Brother/Sister)	Class	House	Roll No.

Any information about the applicant that you would like to give (e.g allergy, ailment etc.) Please add extra sheet if required, Please mention any Food Allergy specifically.

Any Allergy/ Ailment	Does the child have any problem during Physical Activity?
Any medication the child takes regularly	Yes <input type="radio"/> No <input type="radio"/>
	Has the child ever been screened for Specific Learning Disabilities – if yes please mention details of the same. If not please mention N/A

Area(s)/field(s) in which parent / guardian would like to contribute to enrich school life. (Please add extra sheet if required)

Career Talk
 Medical
 Cultural
 Sports
 Teacher Substitution
 Others Please Specify

Any Other Information – you would like to mention –

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.

DECLARATION

(To be signed by both parents)

I have read carefully the rules & regulations of the school and undertake to abide by them. The information filled in this form is correct and true to the best of my knowledge and belief.

*Guardian/ Father's Name *Mother's Name

*Signature..... *Signature

Date

D D M M Y Y Y Y

* **Mandatory**

FOR OFFICE USERoll No. Admitted on **DUPLICATE COPY****APPLICANT'S DETAILS**

(Please leave one box blank between each word) E.g.

V I N A Y K S O O D

Name Gender: M / F Date of Birth Nationality: **(NO SUBSEQUENT CHANGE WILL BE ALLOWED)**Class to which admission sought Whether belonging to SC ST OBC (Relevant Certificate to be produced at the time of admission)Whether belonging to any minority community CHRISTIAN BUDDHIST MUSLIM SIKH JAIN OTHERS (Please Specify) Home Address
*Mobile No. Aadhar Card No.

(Designated for Communication with school)

*Email ID **PARENTS'/GUARDIAN'S DETAILS**

(Please leave one box blank between each word)

Father/Guardian's Name Relationship with applicant (If other than Father) Educational Qualification Occupation
(Please Specify)Mobile No. Email ID Mother's Name

(If not Guardian)

Educational Qualification Occupation
(Please Specify)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 STUDYING IN SAUPIN'S SCHOOL, MOHALI**

(Please Note: No fee concession for siblings) (Please do not include cousins)

S.No.	Name	Relation with Applicant (Brother/Sister)	Class	House	Roll No.

* **Mandatory**



Saupin's School

Registration No. Roll No.

MOHALI

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PARENT'S COPY

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Admission Registration Slip 2025-26

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 **basis of rules prescribed in the application form.**
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.

APPLICANT'S DETAILS

(Please leave one box blank between each word) E.g.

V I N A Y K S O O D

Name

\Principal

Result will be displayed on 14th December 2024 at 1:00pm
Last Date for securing admission and payment of fee: 15th January 2025
between 9:00am and 1:00pm

Fee Structure 2025-2026

Admission Fee (One Time) Non- Refundable	Rs. 26115.00	
Caution Fee (One Time) Refundable	Rs.19787.00	
Tuition Fee	Rs. 8572.00 (Per Month)	Rs.25716.00 (Per Quarter)
Total Payable at the time of admission	Rs. 54474.00	Rs. 71618.00

Payment by Cheque only. In favour of "Saupin's School"

A late fee of Rs. 10/ - per day will be levied if fee is paid after the due date for subsequent payments.



Saupin's School

CHANDIGARH

Undertaking in the form of an Affidavit

This is to certify that I, _____, father / guardian of the applicant _____ **AND** I, _____ mother / guardian of the above stated applicant have read the rules of the school applying to the parent and the student and agree to accept and abide by them, jointly and severally, and any changes made therein, from time to time. (Available on the school website: www.saupins.com)

In particular, we accept and will abide by the following:

1. That the school uses cutting edge modern technology for education, which 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 <https://www.chandigarh.saupins.com/> under the heading Beyond Academics) 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 i.e :-
 - 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 may be detained after school and that parents will have to make their own transport arrangements.
That for Classes VI-XII, marks in academic subjects may 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 as stated in School Rules And Regulations, under "Fee Rules" on our website www.saupin.com. And that, in any event, the school reserves the right to strike off the names of those students whose fees are in arrears for more than 3 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)**

Verification

Verified that the contents of the above affidavit are true and correct to the best of our knowledge and nothing has been concealed therein.

Signed on _____ day of _____ at Chandigarh.

**Deponent
(Father)**

**Deponent
(Mother)**

(This document is to be submitted on stamp paper of Rs. 50/- at the time of actual admission, duly attested by a Notary Public.