Saupin's School

Registration No. _____

Admission No. _____

CHANDIGARH

Affiliated with CBSE New Delhi, Affiliation No. 2630053

SCHOOL COPY

A Minority Educational Institution

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

APPLICATION FOR REGISTRATION (SESSION 20_____)
For Admission Class XI - XII (Commerce Stream Only)

FOR OFFICE USE

Applicant admitted on ☐☐ ☐☐ ☐☐☐☐ (D D M M Y Y Y Y)

APPLIED FOR

Tick the Category

Christian Community	Ward of Teachers / Staff	Sibling	General Category / Sector

APPLICANT'S DETAILS

(Please leave one box blank between each word) E.g. V I N A Y S O O D

Name _____

Gender: M ☐ / F ☐ / T ☐ **Date of Birth** ☐☐ ☐☐ ☐☐☐☐ (D D M M Y Y Y Y) **Age on 01.04.20___** ☐☐ YEARS ☐☐ MONTHS ☐☐ DAYS

Blood Group: _____ **NO SUBSEQUENT CHANGE WILL BE ALLOWED** **Religion:** _____

Class to which admission sought ☐ **XI / XII (Commerce)** **Nationality**: _____

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 (Residing in Chandigarh, U.T)

☐ OTHERS *(Please Specify)* _____

Home Address _____

_____

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

***Email ID** _____ Walking distance from School ☐☐ Km

Phone No. _____ ***Aadhar Card No.** _____

***Mobile No.** _____ (Designated for Communication with school)

***Registration No. Class X** _____ ***Board Class X** _____

***Year of passing Class X** ☐☐☐☐ **Udise PEN (Permanent Education No.)** _____

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 _____

***Mandatory**

*Mobile No. ☐☐☐☐☐☐☐☐☐☐ *Email ID ______

Office Address ______

Approx. Annual Income ______

Total family income from all sources (Annual) ______

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 with:	☐ Both Parents	☐ Mother	☐ Father	☐ Other

Check if appropriate: ☐ Father Deceased ☐ Mother Deceased ☐ Parents Divorced

☐ Father Remarried ☐ Mother Remarried ☐ Parents Separated

☐ Parents Living Outside India

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 PREVIOUS SCHOOLING

Name of the School	Last Class Attended

Languages spoken at home: 1. ______ 2. ______ 3. ______

DETAILS OF SIBLING(S) CURRENTLY STUDYING IN SAUPIN'S SCHOOL. CHANDIGARH

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

S.No.	Name	Relation with Applicant (Brother/Sister/Mother/Father)	Year(s)	Class	House	Roll No.

Subjects Offered for Class XI (Commerce Stream)

1. English 2.Economics 3.Business Studies 4.Accountancy 5.Physical Education ☐ OR Maths ☐ / Applied Maths ☐ OR Legal Studies ☐

Proficiency of Applicant in Games/ Co-curricular Activities / Any other achievements. (Please add extra sheet if required)

______

______

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

______

______

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 ______

DECLARATION (To be signed by both parents)

I have read carefully the instructions regarding admission 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 ☐☐ ☐☐ ☐☐☐☐ ***Mandatory**

Admission No. _____ **FOR OFFICE USE** Admitted on D D M M Y Y Y Y **DUPLICATE COPY**

APPLICANT'S DETAILS

(Please leave one box blank between each word) E.g. V I N A Y S O O D

Name

Gender: M / F Date of Birth D D M M Y Y Y Y **(NO SUBSEQUENT CHANGE WILL BE ALLOWED)**

Blood Group:_____ **Religion:** _____

Class to which admission sought **XI / XII (Commerce)** **Nationality**: _____

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)* _____

Subjects Offered for Class XI (Commerce Stream)

1. English 2. Economics 3. Business Studies 4. Accountancy 5. Maths OR Physical Education

Home Address

***Mobile No.** ***Aadhar Card No.**

(Designated for Communication with school)

***Email ID** ***Only Child of Parent** Yes No

***Registration No. Class X** ***Board Class X**

***Year of passing Class X** **Udise PEN (Permanent Education No.)**

PARENTS'/GUARDIAN'S DETAILS

(Please leave one box blank between each word)

Father/Guardian's Name

Relationship with applicant (If other than Father)

*Mobile No. Designation/Dept. *(Please Specify)*

*Email ID Educational Qualification

Mother's Name (If not Guardian)

*Mobile No. Designation/Dept. *(Please Specify)*

*****Email ID Educational Qualification

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

Previous School Address:

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

(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**

Registration No. _____

Saupin's School

Admission No. _____

CHANDIGARH **PARENT'S COPY**

Affiliated with CBSE New Delhi, Affiliation No. 2630053

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Admission Registration Slip Session 20_____

APPLICANT'S DETAILS (Please leave one box blank between each word) E.g. V I N A Y S O O D

Name _____

Class to which admission sought _____ **XI / XII (Commerce)**

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 2:00pm, with attached documents listed below:
   - One recent passport size photograph pasted at given place.
   - Copy of proof of Christian Community. (for applicants under category1)
   - Copy of the applicant's Birth Certificate, Blood Group Report
   - Copy of SC/ST/OBC (If applicable)
   - Copy of the Proof of Residence. (Current)
   - Transfer Certificate
   - Copy of Report Card of Class X First Term / Pre-Board.
   - Copy of Aadhar Card (Father, Mother and Child) (Mandatory)
   - Character Certificate
   - 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)
2. Registration fee for Application 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 this application form.**
3. Parents are strongly urged to try for admission in other schools as well, as it will not be possible to accommodate all applicants.
4. Parents are warned that they 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 attested by Notary AT THE TIME OF ACTUAL ADMISSION – at the time of payment of admission fees.

PRINCIPAL

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 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 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:-
   - 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. Transport facility is available for all children residing within Chandigarh at the approved fee schedule for the year. For those residing in outlying areas, availability and fee, may be subject to the distance covered and the number of children travelling on a given route.
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. 10/- 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 from school at the end of the session must inform the school office in writing by the 1st of March of that session. Requests for withdrawal after this date will invite a minimum charge of Rs. 2500/-.

    Parents who wish to withdraw their children after the start of the academic session, must inform the school in writing giving one month notice, or one month's fee in lieu of the notice.

    Explanation: If a months' notice prior to the actual date of withdrawal is given, then the student will be charged fee up till the date of withdrawal. If no notice is given, the student will be charged fee upto the date of withdrawal and one month's fee in lieu of the notice.
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 **Deponent**
(Father) **(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 **Deponent**
(Father) **(Mother)**

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