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 2026-2027)
For Admission to U.K.G. to Class X
Admission subject to Vacancy
The number of vacancies, if any, will be known only in the 1st week of March

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 01.04.2026** YEARS MONTHS DAYS

Udise PEN (Permanent Education No.) **NO SUBSEQUENT CHANGE WILL BE ALLOWED** **Blood Group:** _____

Religion: _____ **Nationality**: _____

Class to which admission sought **UKG / I - X**

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)

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)	Year(s)	Class	House	Roll No.

Proficiency of Applicant in Games/ Co-curricular Activities / Any other achievements.*

Any information about the applicant that you would like to give (*e.g allergy, ailment etc.)**

Does the child has any problem during Physical Activity

Yes ◯ No ◯

Area(s)/field(s) in which parent / guardian would like to contribute to enrich school life.*

☐ Career Talk ☐ Medical ☐ Cultural ☐ Sports ☐ Teacher Substitution

☐ Others Please Specify

DECLARATION

(To be signed by both parents)

I have read carefully 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 Place

*Mandatory

* (Please add extra sheet if required)

FOR OFFICE USE

Admission No. _____ Admitted on _____

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 / T **Date of Birth** D D M M Y Y Y Y **Age on 01.04.2026** YEARS MONTHS DAYS

Nationality: _____ **(NO SUBSEQUENT CHANGE WILL BE ALLOWED)** **Blood Group:** _____

Udise PEN (Permanent Education No.) **Religion:** _____

Class to which admission sought UKG / I – X

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

*Email ID *__Aadhar Card No.__

*Mobile No (Designated for Communication with school)

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

Mother's Name (If not Guardian)

Educational Qualification Occupation *(Please Specify)*

Designation Organisation/ Department

*Mobile No. *Email ID

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**

Saupin's School

Registration No. _____

Admission No. _____

CHANDIGARH

PARENT'S COPY

Affiliated with CBSE New Delhi, Affiliation No. 2630053

A Minority Educational Institution

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Admission Registration Slip 2026-2027
For Admission to U.K.G. to Class X

Admission subject to Vacancy

The number of vacancies, if any, will be known only in the 1st week of March

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 _____ **UKG / I – X**

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, attached with the documents listed below:
   - One recent passport size photograph pasted at given place.
   - Copy of the applicant's Birth Certificate & Blood Group Report
   - Photocopy of SC/ST/OBC Certificate (if applicable)
   - Transfer Certificate (If Applicable)
   - Copy of Proof of Residence. (Current)
   - Copy of Report Card (if any)
   - Copy of Aadhar Card (Father, Mother & Child) (Mandatory)
   - Declaration of income of family from ALL sources accompanied by latest copy of:
     - Income Tax Return(s) (Computation of Income from all sources)
     - Copy of "Acknowledgement of 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/- AT THE TIME OF ACTUAL ADMISSION – duly attested by Notary – 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. 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-XII, 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. 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 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 **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)