ST. MERRY MAHAVIDYALAYA

Affiliated to – CENTRAL UNIVERSITY (CSU), NEW DELHI
Affiliation No. 2000574
LOBANGOLA , P.O- KANCHANNAGAR ,PURBA BARDHAMAN – 713102
Email.- aae.stms@gmail.com Website : www.stmerryschool.in

APPLICATION FORM

Admission Date _____

Admission No:_____

Affix Photo of Father	Affix Photo of Mother	Affix Photo of Student

Admission required for: [ ]

Note : Please use Capital letters only.

We ,_____and _____ wish
To admit our son/daughter ward whose particulars are given below as a day scholar at **St.Merry Mahavidyalaya**.

A. INFORMATION OF THE CHILD

First Name	Middle Name	Last Name

Gender: Male | Female

Date of Birth: [ ] [ ] [ ]

Date of Birth in words: [ ]

Blood Group	Religion	Caste	Nationality

Aadhar No. [ ]

Language Known [ ] Mother Tongue [ ]

RESIDENTIAL ADDRESS	CORRESPONDENCE ADDRESS
Father's Mobile No.	Mother's Mobile No.

Note in Capital Letters only :
Distance from school (in kms): [ ]

Emergency Contact No. (Res/Mobile)	Name of the person to be contacted	Relationship

FAMILY INFORMATION DAYCARE

Father / Guardian :

Name :	Age : Nationality :
Educational Qualification :	Institution :
Occupation :	Office Address :
Designation :	
Annual Income :	
Aadhar No.	Tel. :

Mother / Guardian :

Name :	Age : Nationality :
Educational Qualification :	Institution :
Occupation :	Office Address :
Designation :	
Annual Income :	
Aadhar No.	Tel. :

Single Parent :
Tick one ,Only if applicable

Father	Mother

If Child is sponsored
(Name of sponsoring agency)

Permanent Address :

Details of Brothers /Sisters of the student :

Name	Age	Name of Institution	Standard

DETAILS OF PREVIOUS STUDY :

Year	School	Standard / Grade	Grade Marks in Final Exam

The previous school affiliated to : ☐ WBBSE ☐ CBSE ☐ ICSE ☐ OTHER

Awards won so far in sports, arts or academics :

MEDICAL HISTORY OF THE CHILD

DAYCARE

BIRTH HISTORY :

Birth Details : Normal ☐ Caesarian ☐ Forceps ☐

Birth Cry : Immediate Delayed

Discharge from Hospital : _____(Number of days)

Specialize Care given in the Hospital : Yes ☐ No ☐

If Yes , NICU : ☐ Extended hospital stay ☐

Explain : _____

_____

HEARING :

Any difficulty observed : Yes ☐ No ☐

Any Consultation with doctor done : Yes ☐ No ☐

If Yes , Explain : _____

_____

VISION :

Any Consultation with doctor done : Yes ☐ No ☐

Use of Spectacles/Corrective Lenses : Yes ☐ No ☐

MOTOR MILESTONES (Approx Month) :

Sitting : _____

Standing : _____

Walking : _____

Speech : _____

Any medication taken for any medical conditions, Such as attention deficit / thyroid (hypo/hyper)/any other condition :

Any Medication taken for general well being :

Any Allergy / any medical information that school should be aware of :

Terms & Conditions

1. Admission from must be filled in with due care by the parents /guardian. Any change in residential address, mobile numbers, etc. should be informed to the institution in writing duly signed by parents / guardian (changes would not be accepted over phone, SMS)

2. Original transfer certificate from previous school and proof of education of the child (photocopy of mark sheet / report card)

Note : In case of inter – state transfer ,TC must be produced duly countersigned by the Inspecting Officer / DEO with respect to schools affiliated to state boards and by Regional Officer in case of schools affiliated to CBSE**.**

3. St .Merry Mahavidyalaya would provide any Foundation classes for students of classes VII to X which is optional and on payment of additional fee.

4. Additional charges will be collected for belts, ID cards and entry fee during field trips.

5. Any misbehavior / misconduct by the student/parent/guardian will lead to rustication of the student without any prior notice.

6. If you wish to avail transport, please enquire about the routes in operation at the time of admission. Request for diversion or modification of the existing routes may be considered but the decision will be taken by transport in-charge.

7. The institution management is authorized to make any of the following changes in transport with prior notice / intimation to the parents.

- Change in pick-up and drop timings
- Change in pick-up and drop points
- Change in order of pick-up and drop points

8. The institution may facilitate availability of books & uniform through stalls at the campus (for a day) prior to the commencement of the classes. Such date would be informed to parents/guardians/students through mail/SMS

The institution management is not responsible for any kind of inconvenience, such as delay in delivery, damage of goods, etc., caused by any of the external vendors.

Note : Students who are unable to purchase books & uniform from the stall can purchase directly from the vendors, list of books and details of vendors shall be provided on request.

DECLARATION

(To be signed by Parent/Guardian **at the time of admission** only)

1. We acknowledge that this application does not automatically admit our child to St. Merry Mahavidyalaya reserves the right to make a final decision with respect to admission.

2. We acknowledge that, should this application be accepted, our child and we (her/his parents or guardians) undertake to abide by the policies and regulations of St. Merry Mahavidyalaya and we understand that in serious instances of breach like , damage to institution property, bodily harm to another student/teacher ,our child may be asked to leave the institution.

3. We acknowledge that, upon acceptance of this application we agree to pay the total fee as applicable and abide by the billing options outlined in the fee schedule as informed by the institution from time to time.

4. We acknowledge that the institution will take reasonable care and exercise due diligence within its premises and during activities, it will bear no responsibility should the applicant exercise any reckless and/or careless behavior that may endanger her/his safety and others around and as such cause harm or injury to herself/himself and others.
5. We declare that all previous medical and psychological histories are correctly on the admission from.
6. On leaving the institution, our child shall return any institution property they might have borrowed during their time of study in St. Merry Mahavidyalaya.

7. We agree that St. Merry Mahavidyalaya reserve the right of refunding / not refunding the tuition fee (or any such fee which is paid at the time of admission) in case the child leaves/gets transferred during the course of the Academic Year.

Documents Submitted

☐ Caste Certificate of the child seeking admission (if any) ☐ Two latest passport size photographs of student

☐ Photocopy of Birth Certificate (Attested) ☐ Transfer Certificate (Original)

☐ Photocopy of Progress Card (of previous academic year) ☐ Blood Report

FEE POLICY

1. All monetary dues related to academic & transport should be cleared on before the due dates failing which the institution management is authorized to impose a penalty of Rs. 50 per day per student (holidays would be included)
Note : The institution management reserves the right to stop the transporting without any prior notice or intimation if fee dues are not cleared in time. Pupil opting for institution transportation should clear the dues in 2 installments.

2. Payment must be made at the institution premise either in the form of cheque or online UPI.

FOR OFFICE USE ONLY

Particulars	Amount	Receipt No.	Mode of Payment	Date of Payment	Remarks
Admission Fee					
Caution Deposit					
Total Applicable Fee					

I _____father of/mother of/guardian of_____ have applied for admission of my ward into class _____.I have read and accept the Terms & Conditions /Declaration of The institution .

Choose the relevant options if you wish to avail of transport facility:

Do you need transport facility: Yes ☐ No ☐

MISCELLANEOUS:

How did you hear about the **ST . MERRY MAHAVIDYALAYA**

_____

Parent's Signature _____ Counselor's Signature _____ Principal's Signature _____

These supporting documents are absolutely required for admission.

1. Application form. ☐
2. Student Adhar Card. ☐
3. Two copy student passport size photo. ☐
4. Previous class result copy. ☐
5. Previous school TC certificate. ☐
6. Student blood group report. ☐
7. Student Birth certificate. ☐
8. Student bank passbook. ☐
9. Parents income certificate. ☐
10. Parents salary statement. ☐
11. Distance from school. ☐
12. Electric bill (current). ☐
13. LPG gas bill (current). ☐
14. Student Character certificate (Student) ☐
15. Parents transfer certificate. ☐
16. Student PEN number. ☐