



XAVIER INTERNATIONAL SCHOOL SUNDARGARH

ADMISSION FORM

(To be filled in CAPITAL letters)

1. Student's Detail.

- a) Name: _____
- b) Admission to: _____
- c) Last School attended: _____
- d) Date of birth: _____. Age: _____. Year: _____. Month: _____. Gender: _____
- Height: ____ cm. Weight: ____ kg. Blood group: ____ Aadhar Card No: _____
- e) Nationality: _____. Religion: _____. Mother tongue: _____
- Caste: SC/ST/OBC/GEN./OTHER If Caste is ST, then sub Category: _____
- f) Present address:
- At: _____ Po: _____ Ps: _____
- Dist: _____ State: _____ Pin: _____
- g) Permanent address:
- At: _____ Po: _____ Ps: _____
- Dist: _____ State: _____ Pin: _____
- h) Food habits: ☐ Veg ☐ Non-Veg.
- i) Allergies/Special Medical Condition (if any) _____

2. Parent's Details.

- a) Father's Name: _____
- b) Qualification: _____ Occupation: _____ Aadhar Card No: _____
- c) Mother's Name: _____
- d) Qualification: _____ Occupation: _____ Aadhar Card No: _____

3. Contact Information.

- a) Primary Contact No.: _____
- b) Secondary Contact No.: _____
- c) WhatsApp No.: _____
- d) E-mail Id: _____

(Office Use Only)

1. Registration No. _____
2. _____

Date _____

Rules and Regulations for Parents and Students During Admission

For Parents

- Submission of Documents: Parents must ensure all required documents (birth certificate, transfer certificate, address proof, etc.) are submitted during admission. Originals may be required for verification.
- Admission Form Accuracy: Information provided in the admission form must be accurate and complete. Any discrepancies may lead to the cancellation of admission.
- Fee Payment: Admission fees must be paid in full by the specified deadline. Late payments may result in penalties or loss of admission.
- Attendance at Orientation: Attendance at the admission orientation session (if applicable) is mandatory.
- Adherence to Rules: Parents must follow the school's rules, including discipline policies, attendance requirements, and fee schedules.
- Health Information: Parents should disclose any medical conditions or special needs of the child at the time of admission to ensure appropriate arrangements can be made.
- Admission Confirmation: Admission will only be confirmed after the completion of all formalities, including document submission and fee payment.
- Communication: Parents must provide valid and active contact information and update it promptly in case of changes.

For Students

- Attendance: Students must adhere to the school's attendance policy, with a minimum attendance percentage required to remain enrolled.
- Discipline: Students must follow the school's code of conduct. Misbehavior may result in disciplinary action, including possible suspension or expulsion.
- Uniform: Students must wear the prescribed uniform and maintain a neat appearance.
- Prohibited Items: Electronic gadgets, mobile phones, and other prohibited items must not be brought to school unless specified by school rules.
- Respect for Property: Students must respect school property and report any damages immediately.
- Academic Expectations: Students are expected to maintain a certain academic standard, complete homework, and participate in activities.

General Rules

- Visitation: Parents must schedule appointments to meet teachers or administrators and not disrupt classes.
- Withdrawal Policy: If a student needs to withdraw from the school, a formal application must be submitted along with a specified notice period.
- Non-Refund Policy: Fees once paid are generally non-refundable except under specific conditions outlined in the school's fee policy.
- Compliance with Authorities: Both parents and students must comply with the school's guidelines and respect the school's administrative decisions.

Declaration by the Parent/Guardian:

I, hereby _____ declare that the details given above are correct and complete to the best of my knowledge I have not withheld any information. I have read and understood all the rules and regulations of the School and I abide by it.

Signature of the Parents/Guardian
Name:



FATHER
PHOTO



MOTHER
PHOTO



GUARDIAN
PHOTO

- * In Case of Students from other board/School Original Transfer Certificate should be submitted.
- * Specially abled Student must submit the required Certificate/Document.
- * Student coming under Socially/ Economically Backward class / should submit the required document, to avail the 25% reserved seat as per the RTE Guideline.

Computer Staff

Account

Principal

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