

Admission Notification and Form for Class PG to KG
[Issued for Indian Citizen only]



Burdwan Model School

Affiliated to the C.B.S.E, New Delhi, Affiliation No.: 2430114

Senior Secondary Co-Educational English Medium School

with Boarding [Class – II – XII] and Day-Boarding Facilities [Class PG – XII]

A Unit of Oriental Association for Education and Research

(A Society Registered under West Bengal Society Registration Act, 1961)



www.burdwanmodelschool.ac.in



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PLEASE READ CAREFULLY:

GUIDELINES

- A** The Parents/ guardians are requested to go through the terms and conditions thoroughly mentioned in the School Prospectus along with the fees structure and other financial liabilities before taking the admission (subject to qualify). In case of any difficulties / confusion, feel free to contact with the Mid-Office Manager/ Public Relation Officer of the Organization.
- B** The school issued two numbers of forms i.e. Form – A and Form – B.
- C** The Form – A is basically issued for Eligibility test/ Counseling of the students.
- D** The Form – B would be issued (without any cost) after qualifying in the eligibility test/ counseling and *it should be filled up in presence of the School Authority.*
- E** Initial documents to be produced at the time of submission of Form – A before appearing the eligibility test/ counseling, which are as follows:
- Two copies of recent passport size photographs of the candidate.
 - Photostat copies of Birth Certificate of the candidate issued by the Govt./ Municipality/ Panchayat.
 - Photostat copies of two photo Identity Proof of the Parents/ Guardians . [Voter ID / Driving License / Passport/ Aadhar Card / Bank Passbook/ Identity card if Govt. Employee]
 - Confidential forms of the Parent's provided by the school authority should be filled up in detail & submit the same with seal.
 - Photostat copy of progress report/ marksheet of the candidate (other than Playgroup) appeared in the last examination should be submitted with the Form – A.
 - The guardians must have to submit the transfer / school leaving certificate at the time of taking admission, if eligible.
- F** Validity for submission of Form – A is 30 days from the date of issue of the form.
- G** **Required documents to be produced after eligible for taking admission that are as follows for 'Form – B' provided by the School Authority:**
- Recent passport size colour photographs – (a)** 4 copies of candidate **(b)** 2 copies each of parent **(c)** 2 copies of authorized local guardian (if applicable) **(d)** One copy of postcard size joint photograph of father, mother and ward.
 - Blood group report of the candidate to be submitted by the guardian from authorized pathology centre.
 - Medical certificate of the candidate provided by the Guardian by a Regd. Medical Practitioner / Officer.
- H** Parent's (both father and mother) must appear during the counseling an admission (except for any special cases). In case of any special case, the guardian/ parent authorize a local guardian, the concerned person has to be personally present with the parents at the time of admission/ counseling. In that case, the local guardian has to be submitted all of his detail personal documents.
- I** In case of change of the natural guardianship of the ward (candidate) and or change of name of any person (candidate or parent) submit the supporting legal documents issued by the Court of Law.
- J** If any one of the parent remain absent due to any unavoidable circumstances, the admission of the candidate will be provisional and the admission will remain valid for only two (2) months from the date of admission or else admission will be cancelled for not fulfilling the criteria.
- K** Under any circumstances, the necessary fees which have been deposited earlier are not entitled for any refund except for the Caution Deposit.
- L** The eligible candidate should take admission the very day of counseling or else a minimum amount of 10% of the total admission fees have to be deposited towards the confirmation of admission and the rest balance amount must be deposited within the 3 consecutive days. The amount that has already been deposited on the day of counseling is not refundable.
- M** The entire school fees of a session (1st April to 31st March) are applicable only even in case of taking late admission of any candidate, the school will collect the entire fees of the session.
- N** This admission is valid up to class - KG only, after promotion in class - I the ward has to take fresh admission with counseling and for the same a minimum charges of Rs. 500/- as processing charge to be deposited along with necessary documents required by the school authority

DECLARATION OF THE GUARDIAN

To

The Principal, Burdwan Model School

Sir/ Madam,

I / We have read the above terms and condition laid by the School Management and after complying I / We intend to proceed for the admission of my / our ward. I also declare that the Admission Form – A, duly filled by me/ us and the required documents (self attested) enclosed are true to the best of my / our knowledge.

Date: / / 20.....

Signature of the Parent / Guardian

Procuring & filling of Admission "Form-A" doesn't guarantee admission of the candidate of the school

FORM-A

Please fill the Form in Block Letters (Avoid Overwriting)

Form No.: Date of Issue:

Admission for the Academic Year 20.....-20..... Date of Admission															Affix a recent passport size colour photograph of the candidate		
Name of the Candidate (As per Birth Certificate)			First Name				Middle Name				Last Name						
Date of Birth			DD		MM		YYYY		In Words								
Admission Sought in Class for the session										Blood Group							
Gender	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other's	<input type="checkbox"/>	Religion									
Caste	<input checked="" type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC-A	<input type="checkbox"/>	OBC-B	<input type="checkbox"/>	GENERAL							
PRESENT RESIDENTIAL ADDRESS																	
Flat & Floor / Building No.				Road / Lane Name & No.													
C/o. (if any)				Locality / Nearest Land Mark													
District				PIN													
P.O.				PS				State									
No. of Brother & Sister Own				Brother				Sister				Only Child <input checked="" type="checkbox"/>					
Details Information of the Brother / Sister Studying in Burdwan Model School (If Applicable)																	
Sibling		Name of the Sibling								Class (as on date)							
Brother																	
Sister																	
CANDIDATE'S DETAILS																	
Name of the previous School (if applicable)																	
Name of the Board				Studying in class				Hobbies									
Physical Description		Weight		kg		Height		cm		Vision		Spectacles Yes[],No[]					
Identification Marks (if any)																	
Disability (if any) <input checked="" type="checkbox"/>		Physically Challenged				Blind				Dyslexic				Any Others			
		Yes		No		Yes		No		Yes		No		Yes		No	
Any other Physical problem (pls. specify)																	
PARENTS' DETAIL (speling of the parents' name must be as per birth certificate of ward)																	
Particulars				Father				Mother									
Name in full (BLOCK LETTER)																	
Occupation																	
Permanent Residential Address																	
Mobile						Email Id											

PARENTS' DECLARATION

FORM-A

I / We have carefully gone through the rules and resolutions (formed by the school management) mentioned in the school "Admission Form" as well as prospectus and being aware of the fees structure of the school. I / We also accept that these (Rules, Resolution & Fees) may be changed from time to time by the management. I / We completely satisfied that they are appropriate and necessary for pertaining education of my ward (if eligible). I / We do hereby declare that the admission form which is filled by me / us & the required documents attached with the form are true to the best of my knowledge.

Full Signature of Parents' _____
FATHER _____ MOTHER _____

Date : _____ Place: _____

FOR OFFICE USE ONLY (at the time of submission of "Application Form")

Name of the Candidate			
Academic Year		Admission sought for	Date
Official	Name	Signatute	Date
Receiver			
Verified by			
Invigilator			
Counselor			
Remarks			

Date of Counselling/...../ 20.....	Admission allotted in Class	
Academic Year 20..... - 20.....			
_____ Signature of the Principal / Vice Principal (With Date and Office Seal)			

CHECKLIST - (for office use only)



i	2 Copies of recent passport size colour photograph of the candidate	
ii	Photostat copy of "Birth Certificate" of the candidate (Issued by the Govt. / Panchayat / Municipality)	
iii	Photostat copy of Identity proof of the parents' (Voter ID, Driving License, Adhar, Passport, Bank Passbook-Any two of these)	
iv	Parents' detail (Confidential) form should be properly filled-up and sealed	
v	Photostat copy of "Progress Report" / "Mark Sheet" of last Exam appeared	