

ADMISSION FORM

Himalayan English School

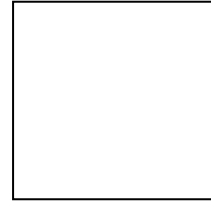
Thembuchet, Rasuwa Nepal

Estd: 2059

Form No: _____

Date: ____/____/____

Admission No: _____



STUDENT'S PROFILE:

Name of the pupil (in capital letters) _____

Admission for Class: _____ Academic year: _____/_____

Date of Birth: ____/____/____ BS (____/____/____) AD

Place of Birth: _____ District _____ Province: _____

Nationality: _____ Religion _____

Gender: Male () Female () Caste: _____

Residential Address: _____

_____ Mobile No _____

Mother Tongue: _____

Identification Marks: _____

Previous Academic Record:

Name of the previous school and Location	Class	Year of Study	Percentage/Grade

Appraisal of your child: (Please mention the achievements, if any, of your child in academic/ extra curricular activities:

General Behaviour: Mild () Normal () Hyperactive ()

Please mention, in brief, if there is any history of previous illness or physical/psychological illness.

Terms & Conditions

1. Admission form must be filled in with due care by the parents/guardian. Any change in residential address, mobile numbers, etc. should be informed to the school 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) should be submitted before the academic year begins.
3. HES would provide ICT foundation classes for students of classes V 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 misbehaviour/misconduct by the students/parent/guardian will lead to rustication of the student without any prior notice.
6. If you wish to avail school transport, please enquire about the routes in operation at the time of admission. Request for diversion or modification of the exiting route may be considered but the decision will be taken by transport in-charge. (in near future)
7. School management is authorised to make any of the following changes in transport with prior notice/intimation to the parents.
 - a. change and pick-up and drop timings
 - b. Change in pick-up and drop points
 - c. Change in order of pick-up and drop points.
8. The school 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/Messenger.

The school Managements in 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 book and 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)

- a) We acknowledge that this application does not automatically admit our child HES School. HES School reserves the right to make a final decision with respect to admission.
- b) 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 HES and we understand that in serious instances of breach like, damage to school property, bodily harm to another student/teacher, our child may be asked to leave the school.
- c) 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 school from time to time.
- d) We acknowledge that the school will take reasonable care and exercise due diligence within its premises and during school activities, it will bear no responsibility should the applicant exercise any reckless and/ or careless behaviour that may endanger her/his safety and others around and as such cause harm or injury to herself/himself and others.
- e) We declare that all previous medical and psychological histories are reported on the admission form.
- f) On leaving the school, our child shall return any school property they might have borrowed during their time of study in the school.
- g) We agree that HES reserves the right of refunding the tuition fee (or any such which is paid at the time of admission), in case the child leaves/gets transferred during the course of the academic year.

Documents Submitted:

- a) Photocopy of Birth Certificate (attested)
- b) Transfer certificate (original)
- c) Three latest passport size photographs of students
- d) Photocopy of progress Card (of previous academic year)

Fee Policy:

Academic Fee Schedule		Transport Fee Schedule	
Particulars	Payable	Particulars	Payable
Admission Fee	At the time of admission	1 st instalment (April to October)	On or before 10 th April
Caution Deposit	At the time of admission	2 nd instalment Nov. To March	On or before 10 Nov.
Term 1	At the time of admission		
Term 2	Before 2 nd Term		
Term 3	Before 3 rd Term		
Term 4	Before Final Term		

- a) All monetary dues related to academic & transport should be cleared on or before the due dates failing which the school management is authorised to impose a penalty of Rs. 50 per day per students (holidays would be included)

Note: School management reserves the right to stop the transportation without any prior notice or intimation if fee dues are not cleared in time.

- b) Payment must be made at school premise either in the form of cheque or cash.

For Office Use Only

Particulars	Amount	Receipt No.	Mode of payment	Date of payment	Remarks
Admission fee					
Caution Deposit					
Term 1					
Term 2					
Term 3					
Term 4					
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 and Conditions/Declaration of the school.

Choose the relevant option if you wish to avail of transport facility.

Do you need transport facility Yes () NO ().

Parent' Sign

Councillor's Sign

Principal Sing