



# MAKRANA PUBLIC SCHOOL

Behind Sargam Cinema Hall, Mangalana Road, Makrana-3  
Ph.: 01588-242227; (M) 9887049700, Email: makarana.school@gmail.com  
Affiliated to CBSE, New Delhi Affiliation No.: 1730378  
www.makranaschool.ac.in

## ADMISSION FORM

Admission No. \_\_\_\_\_

(to be allotted by the School Office)

Passport  
Size  
Photograph

Dear Sir/Madam,

*I want to get my son/daughter admitted in your school. His/Her particulars and previous school leaving certificates are appended herewith. I assure you that he/she will abide by all the rules & regulations as well as discipline of the Institution.*

Admission sought for Class \_\_\_\_\_

Name of the Student \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Date of Birth 

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|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

Gender: Male  Female

Blood Group \_\_\_\_\_

Permanent Residential Address \_\_\_\_\_

Pin Code \_\_\_\_\_

Present Residential Address \_\_\_\_\_

Pin Code \_\_\_\_\_

Contact No. (I) \_\_\_\_\_ (ii) \_\_\_\_\_ Email: \_\_\_\_\_

Guardian Name \_\_\_\_\_ Address \_\_\_\_\_

Contact No. (I) \_\_\_\_\_ (ii) \_\_\_\_\_ Email: \_\_\_\_\_

Name & Class of Brother / Sister studying in this school: Name \_\_\_\_\_ Class & Sec. \_\_\_\_\_

Name \_\_\_\_\_ Class & Sec. \_\_\_\_\_ Name \_\_\_\_\_ Class & Sec. \_\_\_\_\_

Whether School Van is desired Yes  No

Date :

Signature of Parents / Guardian

Full Name \_\_\_\_\_

**Required documents:** 1. Leaving Certificate (Counter signed if other state/Board Candidate) 2. Marksheet  
3. Bonafide Certificate 4. Migration Certificate 5. Birth Certificate 6. Aadhar Card

### FOR OFFICE USE ONLY

Form No. \_\_\_\_\_ Registration No. \_\_\_\_\_ Fee \_\_\_\_\_ Q 1/ Q2 / Q3 \_\_\_\_\_

Application received on \_\_\_\_\_ Admitted on \_\_\_\_\_ Class \_\_\_\_\_

Signature of Accounts Department

PRINCIPAL

## **Rules for FEE**

1. All the fee has to be paid strictly in advance. Fees may be paid for the whole year also.
2. The school fee is collected in installments of four months.
3. The name of the students would be struck off, whose fee is not paid by the 10th of the month when it is due. No cheques shall be accepted.
4. Small children should not be entrusted with the payment of fees.
5. No reduction is made for a broken period.
6. Fees should be deposited in advance latest by the 10th day of every month thereafter a fine would be charged.
7. Pupil will not be allowed to sit for the terminal or final examination unless all dues are paid.
8. Discontinuance of the bus facility will not be permitted during the session. Any fee or other charges once paid shall not refunded or adjusted.

## **Admission & Withdrawals**

1. As a rule a child who is 3 years old will be admitted to the Nursery class. A corresponding age scale is fixed for the succeeding classes.
2. A child who joins fresh from home or from a private school has to produce the official Birth Certificate issued by the Municipal Corporation in support of the date of birth in the Admission Form.
3. A child who has attended any recognized school will not be admitted without a school a Leaving Certificate from the same.
4. Documents required for admission will not be returned.
5. A calender month's notice is to be given before the withdrawal of a student or a fine will be charged. Such notice should be given in written by the pupil's guardian himself. Those who leave in April must pay their fees for the month of May and June.
6. No School Leaving Certificate is given until all dues to the School have been paid in full.

## **FEE HOURS**

**Monday to Saturday : 9.00 a.m. to 2.00 p.m.**  
On working days only and from 1st to 10th of each due month.

I promise to abide by the Rules and Regulations of the school.  
I promise to pay my child's fee every academic year upto date and complete in due time.

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**Guardian's / Parent's Signature**