

S. No. ....

Admission No.....  
Class .....Date..... Year.....



# JIVA PUBLIC SCHOOL

Jiva Marg, Sector-21 B, Faridabad, (Haryana)

Phone : 0129-4294802, 4294804

[E-Mail-jps@jiva.com](mailto:E-Mail-jps@jiva.com)

Website: [www.jivapublicschool.com](http://www.jivapublicschool.com)

## ENROLMENT FORM

Affix Child's  
Passport Size  
Photograph here

Full Name of the Student: Master/Miss.....(in capitals)

Child's Aadhar Card No..... Family ID.....

Date of Birth..... (in figures)..... (in words)

Age (as on 1<sup>st</sup> April 20.....)

Nationality of child ..... Gender (M/F)..... Religion.....

Language Spoken..... Written.....

Caste : Gen. / SC / ST / OBC / Other .....

Class to be admitted .....

Last School Attended ..... Class Passed..... Marks/Grade.....

Recognized / Affiliated by..... Medium of instruction.....

Whether School Conveyance is required Yes/No.....

Father's / Guardian's Name (Block Letters).....

Academic Qualification..... Designation.....

Office Name & Address.....

.....Office Tel. No. ....

Mobile No. .... E-Mail.....

Annual Income ..... Aadhar Card No.....

Mother's Name (Block Letters).....

Academic Qualification..... Designation.....

Office Name & Address.....

.....Office Tel. No. ....

Mobile No. .... E-Mail.....

Annual Income ..... Aadhar Card No.....

Residential Address.....

Permanent Address..... Res. Tel. No. ....

Home Town..... State..... Nearest Rly. Station/Airport.....

Whom to contact in emergency: Name..... Phone No. ....

I certify that the particulars given above by me are correct.

Date.....

**Signature of Mother**

**Signature of Father**

Name & Address .....

Name & Address.....

.....

.....

Father's  
Photograph

Mother's  
Photograph

**Rules:-**

1. The date of birth of the child will not be changed/ amended under any circumstances.
2. Any misrepresentation or false information on the part of the parent/guardian will be sufficient for cancellation of your child's/ward's admission.
3. In accordance with Haryana School Education Rules, Point 148 & 149 Section 24(2) 15, 16, 17, fees of the child to be deposited by 10<sup>th</sup> day of the month and with late fees upto 20<sup>th</sup> day of the month. The name of the student shall be struck off on the 21<sup>st</sup> day of the month. If a student whose name has been struck off seeks re-admission in the same month, no re-admission fee will be charged otherwise after 30<sup>th</sup> or 31<sup>st</sup> day of the month re-admission fee shall be charged as per Government Instructions.
4. The school fees will be increased every year in accordance with Point 158 Section 24(2) 15, 16, 17 wherein Form VI is submitted with the District Education Officer before 1<sup>st</sup> January of the each coming session.
5. All Fee once paid is not refundable for any reason whatsoever.
6. A pupil will be allowed to attend the class only after submitting a School Leaving Certificate, Municipal Certificate of Birth (Original along with photocopy), other relevant documents, fees and other charges as per the fee schedule.
7. Admission in our school does not mean allocation of a seat in the school bus. For this a separate application form is to be filled in and permission will be given only on the availability of seat. No request for relocation of stop and /or change, extension, diversion in bus route will be entertained.
8. Answer sheets of Half Yearly and Final Examination will not be given for home.

**DECLARATION**

1. I am aware of the rules and regulations laid down by the School and am desirous of having my child/ward educated in Jiva Public School, Sector-21 B, Faridabad, Haryana. I hereby agree to abide by them. I have made a careful note of various details regarding the payment of School Fees and will abide by the decision of the school regarding revision of the fee structure in future. I shall make satisfactory arrangement for the remittance of School Fees within due dates without waiting for a reminder from the School. I will pay the School Fees through PAY ORDER/BANK DRAFT/ ONLINE in favour of "Jiva Public School" by due date as mentioned in the fee bill/statement of fee.
2. I understand that, in case of any indisposition/injury/mishap, the school shall provide first-aid to my ward and I shall be informed. In case of any emergency, my ward will be referred to the nearest hospital and I shall bear all expenses thereof.

3. • Staff Child **Yes / No** (please tick) \_\_\_\_\_  
 If yes, mention the name of the parent working at JPS \_\_\_\_\_ Emp. ID \_\_\_\_\_

• If the parent has a single status **Yes / No** (please tick) \_\_\_\_\_

• DETAILS OF ANY SIBLING (real Brother or Sister) STUDYING IN JPS, FARIDABAD

| NAME OF CHILD | ADMN. NO. | CLASS/SEC. | REMARKS |
|---------------|-----------|------------|---------|
| 1. _____      | _____     | _____      | _____   |
| 2. _____      | _____     | _____      | _____   |

4. I hereby certify that the correct date of birth of my child/ward is.....  
 (in words) .....  
 and the correct spelling of his / her name is .....  
 (in Block Letters)

I further declare that I shall not make any request for a change either in the date of birth or name of my ward.  
 I hereby confirm to the above declarations.

Signature of Mother Signature of Father  
 Name..... Name.....  
 Date..... Date.....

**(FOR OFFICE USE ONLY)**

1. Admitted for class..... Section..... Session ..... Date.....
2. Admission Fee .....
3. Monthly Fee .....
4. Transport Charges .....
5. Any Other Charges ..... Total Amount.....
6. Amount received ..... Mode of payment .....
7. Admission Number .....

**Principal**



## Jiva Public School, Faridabad

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### CHECK LIST

Academic Session- \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Child: \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_

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

Registration No. : \_\_\_\_\_

Residential Address: \_\_\_\_\_

#### List of Documents Submitted:

- |  |       |
|--|-------|
| 1. <b>Photocopy of Birth Certificate.</b>  | Y / N |
| 2. One recent Passport Size <b>Photograph</b> each of both the parents.  | Y / N |
| 3. Three recent passport size <b>photographs</b> of the child.   | Y / N |
| 4. <b>Residential Address:</b> Two proofs with respect to any one of the parents i.e. Identity Card / Aadhar Card / Valid Passport / Latest Paid Electricity Bill / Latest Paid Land Line Telephone Bill / Registered Lease Deed / Rent Agreement in case of rental accommodation. | Y / N |
| 5. <b>Photocopy of Aadhar Card</b> of Parents and Child  |       |
| 6. Photocopy of <b>Family ID.</b>  | Y / N |
| 7. <b>Sibling:</b> Latest fee receipt of the sibling (currently a student of JPS Faridabad) issued by the school office.   | Y / N |
| 8. In case of <b>Alumni of JPS :</b><br>School Leaving Certificate / Sr. Secondary / Secondary class, stating the name of the school.  | Y / N |
| 9. <b>Single Parent:</b> Valid legal proof of his / her single status (death certificate and an undertaking of single status/ proof of divorce).   | Y / N |

Verified by: \_\_\_\_\_

**Principal**