



DHACSS DCK CAMPUS SECTOR-3

DHA City Karachi, Super Highway, Near Lucky Cement Factory, Karachi.

Phone: (021) 36470072

Academic Session -

ADMISSION FORM

To be filled in block letter

FOR OFFICE USE ONLY

G.R.No. dt. _____

Status: Armed Forces/DHA/DCK Employee/Civilian

APPLICATION FOR ADMISSION IN CLASS

(In figure)

1. Name of Student: _____ Gender:
(as per Last SLC / "B" Form NADRA)

2. Date of Birth (In figure): _____ (In words) _____

3. Place of Birth: _____ 4. Religion: _____ 5. Nationality: _____

6. To which class admission is required: _____

7. Previous School(s) attended: _____ 8. Year _____

9. Father's / Guardian's Name: _____

a. Profession: _____ b. N.I.C. No.

c. Residence / Business Contact No: _____ d. Cell No. _____

e. Email: _____

10. Mother's Name: _____

a. Profession: _____ b. N.I.C. No.

c. Residence / Business Contact No: _____ d. Cell No. _____

e. Email: _____

11. In Emergency Contact No. _____ a. Name & Relation: _____

(Promptly inform the school office whenever there is a change of address, telephone number etc.)

- I request that my child _____ may be admitted to DCK Primary School Sec-3, DHA City Karachi.
- I hereby undertake to abide by all the rules and regulations of the School as printed over leaf including code of conduct and any other introduced from time to time.
- I agree to pay the prescribed School fees and other dues on due date.
- I declare that all information given in this form is correct.
- I understand that caution money can be claimed within a year after the child leaves the school.

Date: _____

Signature of Father / Guardian: _____

FOR SCHOOL OFFICE USE ONLY

Admit _____ Son / Daughter of _____

To Class _____ Section _____ Admission Approved / Not Approved

Accountant

Vice Principal

Principal

Date _____

RULE & REGULATIONS

1. Acceptance of the application form only means that a child is eligible to apply for admission to the school and does not Guarantee Admission.
2. No student will be given admission without leaving certificate/character certificate of the previous school attended.
3. The School leaving certificate is issued when all school dues are cleared. Caution money can be claimed within one year after the child leaves the school.
4. Punctuality and regular attendance are insisted upon. Leave is to be granted when deemed absolutely unavoidable. No leave will be given unless written applications, duly signed by the parents / guardians, are made to the Principal in advance. Leave applications, received after three days of the period of absence, will not be entertained. Absence fine @ Rs. 100-per day for primary student is payable. Sick leave will be granted only on basis of a medical certificate from a registered Medical Practitioner.
5. Children suffering from infectious or contagious diseases will not be permitted to attend the school till their full recovery is duly certified by a competent medical authority.
6. A student remaining absent from the school for 10 consecutive days without intimation to the school authorities, is liable to be struck off from the school rolls. Absentees throughout the month will be treated as fresh admission cases, with a readmission fee of Rs. 500.
7. The student is expected to look after their own belongings. Any damage done by the students of the school property will be made good.
8. Parents are expected to make sure that their child attend the school regularly and complete the given home assignments. Students not making satisfactory progress in studies are liable to be removed from the school roll.
9. The regular school timing are 8:00 am till 2:00pm (on Friday from 8:00 am till 12:30 noon). No student is allowed to leave school premises during school hours without prior written permission of the parents. Parents must ensure safe and timely transportation of their children to and from the school.
10. Fee is to be paid directly to the authorized bank mentioned in the fee bill late fee is charges after 15th of each month @ Rs. 100/- The last date for payment of fees is 25th of each month, after which names of non-payment cases are liable to be removed from the school rolls without notice. Duplicate Fee Bills (if required) cancel from the Accounts Branch of the School will extra charges.
11. Habitual idleness, lack of interest in studies, unsatisfactory academic progress, misbehaviors, irregularity of attendance and disregard of School rules and regulations, justify dismissal from the School.
12. Late comers and improperly dressed students will not be allowed to enter the school premises on that particular day. A fine will be levied.
13. Visiting hours for parent to the Principal's office are from 9:00 a.m. to 11:00 a.m. from Monday to Thursday. Visits to classrooms and meeting with teachers can be arranged only with prior permission of the Principal.
14. No fee Concession will be given less than who are entitled by DCK.
15. At the time of an Admission a non-refundable admission fee will be charged.
16. All the School dues must be cleared before the announcement of the annual result. The annual result of students whose dues are not cleared will be with held.
- 17. The School fee is subject to review by the competent Authority from time to time with or without notice.**

The Principal's decision in all academic and disciplinary matters will be final and binding on the students and the parents.

I have read the rules regulations and requirements of the school and agree to abide by them and to co-operate with the school authorities in every way required.

I also agree to the financial terms of the school and undertake to give one month's notice in writing before withdrawal or to give one month's fee in lieu of notice thereof.

Parents / Guardian _____

Check list:

- | | |
|---|----------------------------------|
| ✓ Original school leaving certificate (SLC) | Cost of admission Form Rs. _____ |
| ✓ Photocopy of last progress report card | Admission Test Charges Rs. _____ |
| ✓ Photocopy of birth certificate & "B" From NADRA | Cost of Car Sticker Rs. _____ |
| ✓ 3 x Photograph | |
| ✓ Copy of Last Paid Bill of Previous School | |