



DIPSING ACADEMY

P.O: Mendabari, DIST: Alipurduar,
West Bengal 735214

School UDISE CODE: 19220610908

Registration No: S/2L/14026

PHOTO

ADMISSION FORM

Date of Admission:

Seeking Admission in Class:

1. Name of the Student:

2. Student's Date of Birth: Gender: Male ☐ Female ☐

3. Nationality: Student Unique Code:

4. AADHAR No: Religion:

5. Category: ST/SC/GEN/OBC/ OTHERS Mother Tongue:

6. Father's Name: Occupation:

7. Mother's Name: Occupation:

8. Phone No 1: Phone No 2:

9. Guardian's Name (if any): Relation:

10. Permanent Address:

Village: _____ Post Office: _____

Police Station _____ Block: _____

District: _____ Pin code: _____

11. Name of the school Last attended:

LAST CLASS PASSED	NAME OF PREVIOUS SCHOOL	TOTAL MARKS	DIVISION WITH PERCENTAGE %	REMARKS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Hostel Required: Yes ☐ No ☐

DECLARATION OF THE PARENTS

I Mr. / Mrs. _____

Father/Mother/Guardian of _____

confirm that the above information provided by me is correct and to the best of my knowledge and belief. I am also ready to follow up all the rules and regulations of the school.

Date: _____

Parents Signature: _____

FOR OFFICE USE ONLY

Date of Admission: _____

Admission No: _____

Class to which admitted: _____

PRINCIPAL

FINANCIAL STATEMENT: (To be paid by the student at the time of admission)

SCHOOL			HOSTEL	
1.	Admission	₹ 1000	Admission	₹ 1000
2.	School establishment	₹ 1800	Establishment	₹ 2000
3.	Game	₹ 300	Electricity/ Generator	₹ 600
4.	Exams	₹ 300	Development	₹ 500
5.	Entertainment	₹ 500	Fuel/Gas/Firewood	₹ 500
6.	Computer	₹ 300	Miscellaneous	₹ 200
7.	Electricity	₹ 400	Entertainment	₹ 200
8.	Contingency	₹ 300		
9.	Library	₹ 100	Total:	₹ 5000
	Total :	₹ 5000	For Old Students Total:	₹ 4000
	For Old students Total:	₹ 4000	Hostel Mess Fee (monthly)	₹ 2800

SCHOOL MONTHLY FEES		COMPUTER FEES
NURSERY - IV	₹ 600	CLASS III – VIII : - ₹ 50 per month
CLASS V - VII	₹ 650	
CLASS VIII - X	₹ 700	

RULES REGARDING FEES

1. Fees is payable at the office during the given time i.e 9:30 am – 11:30 am.
2. Fees will be charged from the beginning of the year even though a child is admitted in the middle of the term.
3. Once the admission, activity and other fees have been paid, it cannot be refunded even if the pupil is withdrawn. Fees once paid will not be refunded under any circumstances.
4. Students whose due are not cleared Term Wise/ Quarterly, He/She will be barred from sitting in the Term examination or their result will be withheld till all the dues are cleared.
5. Fees can be paid three months in advance or monthly.
6. Parents/Guardians will save the receipts issued to them and produce them in proof of payment of fee if needed.
7. If any students happen to take the Transfer Certificate during the academic session, he/she must pay the full tuition fees for the whole year.
8. ₹ 300/- only shall be charged for a Transfer Certificate.
9. The school fees and other fees are liable to be revised at any time.

ATTENDANCE

1. 70% of attendance is needed to qualify a student to sit for an examination, less than 70% of attendance will be disqualified and will not be eligible for appearing examination.
2. On the absence of more than 15 days without any information/permission from the school will automatically cause the students name to be struck off the register.
3. In case of leave of the school, prior written application should be submitted to the office, before the school assembly.
4. A student absent for more than 3 days due to illness/sickness must produce a doctor's certificate.

❖ Documents to be submitted:

1. Passport Photo (2 Copies)
2. Birth Certificate Xerox
3. AADHAR Card Xerox.
4. Transfer Certificate (in case if the student is coming from other school)
5. Previous Class Mark sheet Xerox

Students Signature**Parents/ Guardians Signature**
