



LORVEN PUBLIC SCHOOL

Affiliated to ICSE & State Board

84/1, Anekal Main Road, Chandapura, Bangalore – 560 099

Email id: Admissions_CH@lorvenpublicschool.org

Phone #: 080 27833700 / 080 27831666 / 9632517242

Website: www.lorvenpublicschool.org

Affix a recent
passport size
photo

APPLICATION FOR ADMISSION

Application No: _____ Branch: _____ Admission No: _____ Date: _____

Instructions:

Please fill in the application form in CAPITAL letters only. The application form is invalid without the signature of the parent/guardian. Submission of the application form does not mean granting of admission. The date of birth and the spelling of the pupil's name should be as per the previous school records. The certificate from the previous school stating the date of birth and the progress report / transcript of the last examination appeared is mandatory. Fees once paid will not be refunded. It is the responsibility of the parent/guardian to intimate the school in writing in case of any changes in the information/details provided in the application form.

1. Name of the pupil	
2. Gender (Boy / Girl)	
3. Date of Birth: DD/MM/YYYY a) Native place i. City / Town ii. District iii. State b) Place of Birth i. City / Town ii. District iii. State	
4. Nationality a) Religion b) Caste c) Mother Tongue	
5. Father's Name a) Qualification b) Occupation c) Annual Income d) Office Address e) Phone # f) Alternative contact # g) Email ID	
6. Mother's Name a) Qualification b) Occupation c) Annual Income	

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d) Office Address e) Phone # f) Alternative contact # g) Email ID																															
7. Class (Standard) & Syllabus to which the pupil desires to join																															
8. Name of the School last attended a) Percentage / Grades obtained (in the last class) b) Languages studied i. First Language ii. Second Language iii. Third Language c) Syllabus studied (ICSE / CBSE / State)																															
9. Reason for changing the school																															
10. Identification details: a) Bhagyalakshmi card no: b) Aadhar no:																															
11. Present Residential Address & Phone No a) Door # & street name b) Village / town name c) District d) Pin code e) Landline #																															
12. Permanent Residential Address & Phone No a) Door # & street name b) Village / town name c) District d) Pin code e) Landline #																															
13. Van facility required: Yes/No																															
14. Reservation Category: (Mention the type and attach the necessary documents)	<table border="1"> <tr><td>SC</td><td></td></tr> <tr><td>ST</td><td></td></tr> <tr><td>CAT-1</td><td></td></tr> <tr><td>OBC</td><td></td></tr> <tr><td>Others</td><td></td></tr> </table>	SC		ST		CAT-1		OBC		Others																					
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15. Where did you hear about our school																															
16. Name of the siblings (Brothers or Sisters)																															
<table border="1"> <thead> <tr> <th>Name</th> <th>Age</th> <th>Class</th> <th>School/College</th> <th>Place</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Name	Age	Class	School/College	Place																									
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17. List of documents to be attached along with the application form:

- a) Aadhar card copy
- b) Caste & Income certificate
- c) 3 passport size photos
- d) Birth certificate
- e) Marks card copy / Marks sheet copy
- f) Salary certificate in case of parent/guardian working in a private organisation

Rules & Regulations

- Admission is confirmed only after submitting the required certificates at the time of admission and they should be kept with the school till the completion of the course.
- The list of documents required are listed in point # 17
- School schedule, timings and holidays can be aligned as per the requirement from time to time.
- Students are responsible to the institutions administration for their conduct inside and outside the school campus.
- No student is allowed to go out of the campus within the class hours.
- Irregular attendance, negligence of homework, disobedience and disrespect towards teachers and other reprehensible behaviour may entail dismissal from school.
- Fee should be paid on or before the due date, the details of which are made available with the student's counsellor/principal.
- The student shall be deemed to be on rolls officially till a withdrawal application is submitted by the parent to the principal.
- Any claim for the fee refund will be considered on situational grounds and the refund process will take approximately 90 days from the date of the request / application received.
- The management shall not be responsible if any students absconds from the hostel or any mishap happens in the educational tours or picnics, however strict security measure are ensured to avoid such instances. Education tours and picnics are optional.
- No person is allowed to meet students under any circumstances unless an authorisation letter from the parents is provided.
- Parents are not allowed to interfere in the administrative affairs of the school. However, they can approach principal to discuss any concerns.
- Students are prohibited from bringing any valuables or cell phones to the school. The institution will not be responsible for any loss.
- Parents / Guardians are restricted from entering the class rooms / labs / library during the school hours. They shall in no way hinder the curriculum of the school or the child.
- Evening preparatory / study classes that are conducted beyond government prescribed school timings are organised in the best interest of the student's academic progress. If the student does not wish to attend these classes, the parent should intimate the principal in writing.
- Internal transfer from the present branch to any other existing branch will be approved after a thorough review and parent has to pay difference in fees amount and bear the transfer expenses, that may arise in the process.
- Medium of instruction will be English only.

Declaration by the student

I hereby declare that I have gone through the rules and regulations mentioned in the application and I clearly understand them. I solemnly declare that I will abide by all the rules and regulations laid by this institution - currently in force and formed from time to time.

Date:

Signature of the student

Declaration by the Parent/Guardian

I.....F/O or G/O....., here by declare that I have gone through all the rules and regulations of this institution. I shall be responsible for his/her good conduct and will withdraw him/her from the school if the authorities feel his/her attendance/performance/conduct is not to the satisfaction of the rules laid by the institution. I will be legally liable for the acts of my son/daughter. I will pay all the fees prescribed the institution. I accept the terms and conditions laid down by the institution for the fee structure and I am aware of the fee deduction and refund process. After reviewing the facilities, conditions and rules/regulations of the school, I am will fully admitting my child to this institution. The school shall not be responsible for the outside campus behaviour of the child. If my ward leaves the school campus without permission from the respective authorities, I will not hold the institute responsible and shall bear the responsibility myself. I am informed that such an action on the part of the student may result in expulsion of the student from the campus.

Date:

Signature of the Parent/Guardian

Payment in 3 instalments:

Terms of payment: 1) At the time of admission 2) 1st week of August 3) 1st week of October

Fee Details:

Class	Total Fee	Committed Fee	Amount in words

Registration fee details:

Date	Admission No	Amount	Mode of payment

Signature of the Managing Trustee

Signature of the Principal

Signature of the Parent

FAQ:

- Is it full-time/part-time? Full time (9:00 AM to 4:00 PM)
- When are classes held? 6 days a week (Saturday half day)
- Is class online or in-person? In person
- Are there special requirements for students? Mentioned in "Requirements to apply bulleted out."
- In house tuitions / special classes will be conducted for weak students

Application Process:

- Applications will be available from DEC 2016 onwards for the academic year MAY 2017 – APR 2018
- Download the application form from the website <http://lorvenpublicschool.org/admissions/> or collect the application form from the school directly by remitting Rs 500/-
- Fill the application and hand it over at the school office in person or through post
 - Note: if the application form is downloaded directly from the website then a DD worth Rs 500/- has to be attached along with the application form.
- Selection will be based on written test and interview.

Requirements to apply:

- Child must have attained certain age as per the guidelines provided by the government
- The child will have to clear the written test and the interview (Written test is applicable for the admission from UKG to Class 10th (X Std)

Date:

Place:

Signature of Parent/Guardian

Office purpose only

Admission to Class: Syllabus:

Date:

Admission No:

Fee Receipt No:

PRINCIPAL

Acknowledgement/Cash Receipt

Management Trustee/Principal Name:

Date:

Phone No: 080 27833700 / 080 27831666

Student Name:

Parent/Guardian Name:

Class:

Amount:

Authorised SignatoryLORVEN Educational Institutions - Website: www.lorvenpublicschool.orgEmail id: Admissions_CH@lorvenpublicschool.org Phone #: 080 27833700 / 080 27831666