

ADMISSION FORM

Form No.:

Date:

Admission No.:



Affix
passport-
size photo
here

STUDENT'S PROFILE

Name of Pupil (In capital letters) :

Admission Sought for Class : Academic Year ☐☐☐☐

Date of Birth : ☐☐☐☐ / ☐☐☐☐ / ☐☐☐☐

: D D / M M / Y Y Y Y NHIS Card No.

Place Birth : Region:

Nationality : Religion:

Gender : Male ☐ Female ☐

Residential Address :

Mother Tongue : Blood group:

PREVIOUS ACADEMIC RECORD

Name of the previous school & location	Class	Year of study

APPRAISAL OF YOUR CHILD

Please mention the achievements, if any, of your child in academics/extra/co-curricular activities

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General Behaviour : Mild ☐ Normal ☐ Hyperactive ☐

Please mention, in brief, if there is any history of previous illness, allergy or physical/psychological illness.

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PARENTS' / GUARDIAN'S PROFILE

Mother's Photo	Father's Photo	Guardian's Photo
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Sign:

Sign:

Sign:

Particulars	Mother	Father	Guardian
Name			
Occupation			
Organization			
Designation			
Mobil Number			
Email			
Office Contact Number With extn. (if any)			

TERM & CONDITIONS

- Admission form must be filled with due care by the parents/guardian. Any change in residential address, mobile numbers, etc. should be communicated to the school in writing duly signed by parents/guardian (changes would not be accepted over phone, SMS).
- Any misbehavior/misconduct by the student/parent/guardian will lead to restriction of the student without any prior notice.
- If you wish to avail school transport, please enquire about the routes in operation at the time of admission.
- School management is authorized to make any of the following changes in transport with prior notice/intimation to the parent.
 - Change in pick-up and drop timings
 - Change in pick-up and drop points
 - Change in bus fee and charges book and uniform
- The school will facilitate availability of books and uniform through stalls at the campus for purchase by all students

Note: Student are mandated to purchase books and uniform from the stall on campus.

6. Students must at all times be in the school's prescribed uniforms. *ie MON, TUES, THURS: Yellow and blue checked uniform, WEDNESDAY: Print Wear, Friday: School Lacoste over blue jeans*

NB: Student must wear black full shoe with white socks from Monday to Thursday and Canvas or Sneakers on Fridays.

DOCUMENTS TO SUBMIT

- Photocopy of Birth Certificate (Attested)
- Photocopy of NHIS Card of student
- Three latest passport size photographs of student
- One latest passport size photograph of mother / guardian
- One latest passport size photograph of father / guardian

ACADEMIC FEE SCHEDULES

Particulars	Payable
Admission Fee	At the time of admission
Uniforms	At the time of admission
Stationaries	At the time of admission
Regular School Fees	75% payable before term begins
Pre-school Fees	Before the month ends

1. All money related to academic & transport should be cleared on or before the due dates failing which the school management is authorized to expel your child.

Note: School management reserve the right to stop the transportation without any prior notice or intimation if fees due are not cleared in time.

2. Payment must be made at school premise either in the form of cash or through mobile money payment.

DECLARATION

(To be signed by Parent/ Guardian at the time of admission only)

1. We acknowledge that this application does not automatically admit our child to TICA, the school reserves the right to make a final decision with respect to admission.
2. We acknowledge that, should this application be accepted, our child we (her/his parents or guardian) undertake to abide by the policies and regulations of TICA school and we understand that in serious instances of breach like, damage to school property, bodily harm to another student/teacher, our child may be asked to leave the school.

3. We acknowledge that, upon acceptance of this application we agree to pay the total fee as applicable and abide by payment structure of the school.
4. We acknowledge that the school will take reasonable care and exercise due diligence within its premises and during school activities, it will bear no responsibility should the applicant exercise any reckless and/or careless behavior that may endanger her/his safety and others around and others around and as such cause harm or injury to herself/himself and other.
5. We declare that all previous medical and psychological histories are correctly reported on the admission form.
6. On leaving the school, our child shall return any school property they might have borrowed during their time of study and make complete payment of all outstanding to avoid prosecution.
7. We agree that TICA school reserves the right of refunding/not refunding the tuition fee (or any such fee which is paid at the time of admission), in case the child leaves/get transferred during the course of the Academic Year.

I _____ father of/mother of/guardian of _____ have applied for admission of my ward into class _____. I have read and accept the Terms & Condition/Declaration of the school.

Choose the relevant options if you wish to avail of transport facility:

Do you need transport facility: Yes No

FOR OFFICE USE ONLY

Parent's Signature _____ Director of Administration _____ Principal's Signature _____

Particulars	Amount	Receipt No.	Mode of Payment	Date of Payment	Remarks
Admission Fee					
Uniforms					
Book/Stationaries					
School Fees					
Bus Fees					
Feeding Fees					
Toiletries					