



**BRIHASPATI
VIDYASADAN**

NAXAL, KATHMANDU

Please, affix one
PP photo here
and submit two
PP size photo
extra with this
form

ADMISSION FORM

SECTION A: Student's Personal Information (PLEASE FILL IN BLOCK LETTERS)

Student's Name

विद्यार्थीको नाम (देवनागरीमा)

Nationality

Gender: Male Female

Date of Birth BS D D M M Y Y Y Y AD D D M M Y Y Y Y

Grade Applied for

Academic Year 20__

**Name & Address of
Pre-school/ Previous School**

SECTION B: Address

Permanent

Country Province

District Municipality/ Rural Municipality

Ward No. Street/ Tole

Current (if different from permanent)

Country Province

District Municipality/ Rural Municipality

Ward No. Street/ Tole

SECTION C: Parents/ Guardian/ Sibling's Information

Father's Name

Highest Education Attained

Occupation

Designation

Name and Address of Employer

Phone: Residence

Work

Mobile

Email

Photo

Mother's Name

Highest Education Attained

Occupation

Designation

Name and Address of Employer

Phone: Residence

Work

Mobile

Email

Photo

Guardian's Name

Relation

Highest Education Attained

Occupation

Designation

Name and Address of Employer

Phone: Residence

Work

Mobile

Email

Photo

Sibling's Information

Name	Date of Birth	School/College Currently Attending
	D D M M Y Y Y Y	
	D D M M Y Y Y Y	

SECTION D: Medical Information

Blood Group

Height

Weight

Immunization Records

Measles [] D D M M M Y Y Y Y Y Other [] D D M M M Y Y Y Y Y

Please mention if any medical issue:

Allergies from medication

Allergies from food

Others

SECTION E: Extra Services Required

Transportation Service Yes No If yes, please mention your pickup point

After School Yes No If yes, what kind of program

SECTION F: Checklist of Documents to be Attached

- Copy of Government Authorised Birth Certificate
- Student's Recent Passport Size Photograph
- Copy of Student's Report Card of Latest Grade Exam
- Transfer/ Character Certificate/ Recommendation from Previous School
- Copies of Parents' Citizenship

FOR OFFICE USE ONLY

Date of Admission Signature of Admissions Officer

Admission Number

Checked and Verified by

Name _____ Signature _____

SECTION G: Declaration

- No refund will be made at any condition after confirmation of admission.
- Fee must be paid within the first week of respective month.
- If fee is due for two consecutive months, student's name will be removed from the attendance register. If fee is due for three consecutive months, student's admission will be cancelled & readmission will be required.
- For withdrawal, all dues must be cleared as per school policy.
- School can conduct compulsory extra classes for academic support with additional charges if required.
- Withdrawal from transportation facility needs to be notified in writing one month prior to transportation department. Otherwise, one-month transportation charges will be added in the preceding bill.
- In case of medical emergency in school premises, respective class teacher or medical supervisor will offer immediate first aid and/or take the student to a nearby hospital and inform the parent/ guardian as soon as possible. All the expenses occurred during medical checkups should be borne by parents/guardian at the time, which later may be claimed as per Group Personnel Accidental insurance policy for students.
- School has the right to use student's school photograph (candid or professional shoot) in any of the school's collateral or promotional purpose. For any objection to it, the administration can be furnished a letter at the time of admission.
- School can conduct educational excursion and tours for students' learning enhancement. The School will notify in time about the itinerary/ program and cost. Expenses for those excursions have to be borne by parents/ guardian on actual basis.
- Students are required to maintain decent appearance and disciplined behavior at all times. Failure to abide responsibly by school's code of conduct will result in due action by the school authority.
- The notices can be sent through print copy via students or SMS or any appropriate social media.

I/ we understand that withholding or misrepresenting information may jeopardize enrollment to Brihaspati Vidyasadan. Signatures below indicates that all the information provided on this form is correct, complete and honestly presented. I/we abide by all the rules and regulations mentioned above, in student's handbook and in any other subsequent documents of the school.

Father/ Mother's Signature

Date

Guardian's Signature

MOBILE NO. FOR SMS