



PINE CREST ELEMENTARY SCHOOL

A Residential Co-Educational School

Nainital, Uttarakhand-263002

Ph.05942232245/7579435277,9837052521

Email: schoolpinecrestnainital@gmail.com

www.pinecrestschoolnainital.com

Admission/ Registration Form 2023-24

Please register / admit my son / daughter / ward for admission to your school.

1. Name of the child (Capital letters): _____
2. Father's Name _____
3. Occupation: _____
4. Mother's Name & Occupation: _____
5. Child's Date of Birth (As per attached copy of birth certificate): _____
6. Registration / admission requested for class: _____ Year _____
7. Class & School studying at present: _____
8. Medium of instruction in the present school: _____
9. Nationality:
Father _____ Mother _____ Child _____
10. School & College attended by:
Father: _____
(State qualifications & Medium)
Mother: _____
(State qualifications & Medium)
11. Languages spoken at home: _____
12. The child is eldest / middle / youngest
(Give particulars of age & sex): _____
13. If any siblings of the child studying in Nainital.
(Please mention the name of the child and School): _____



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14. Is the child vegetarian or non – vegetarian?

(If non – vegetarian any objection to particular diet): _____

I hereby agree to abide by the rules of the school in all respects and understand that these are subject to change by the school authorities at any time. I also understand that PINE CREST does not guarantee Subsequent admission of my child in any particular Public School of my choice.

Place: _____.

Date: _____.

(Signature of Father / Mother / Guardian)

Permanent Address (Capital letters): _____

_____.

Present Address: _____

_____.

Pin Code No: _____

Phone No. Office: _____

Residence: _____

Mobile (Father) : _____

Mobile (Mother) : _____

Name of Guardian: _____

Mobile (Guardian) : _____

Relation with child: _____

E. Mail Id: _____



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NAME OF THE CHILD: -

ROLL NO.-

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION:

1. TWO LATEST PHOTOGRAPHS OF THE STUDENT _____.
2. ONE PHOTOGRAPH EACH OF MOTHER & FATHER _____.
3. ONE PHOTOGRAPH EACH OF TWO NOMINEES _____.
4. TRANSFER CERTIFICATE (ORIGINAL) SIGNED BY D.E.O(if not given) _____.
5. MARK SHEET (ORIGINAL) OF LAST CLASS PASSED (For New Students) _____.
6. MEDICAL FITNESS CERTIFICATE (AS PER SCHOOL FORMAT) _____.
7. DATE OF BIRTH CERTIFICATE OF STUDENTS (If Not given). _____.
8. COPY OF AADHAR CARD _____.
9. ADDRESS VERIFICATION PROOF OF PARENT (VOTER'S I.D, DRIVING LICENCE, PASSPORT, ELECTRICITY/ WATER BILL (If not Given) _____.

NOTE: - Kindly submit all the above mentioned documents within one month from the date of admission.

Signature of Parent/Guardian

DATE: -

Authorized Signatory



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I, the undersigned _____ S/O or D/O _____

Permanent resident of _____

_____ have admitted my
ward _____ in The Pine Crest Elementary School, Nainital.

I hereby undertake that during the period of the student's stay in the school, the school authorities/staff shall not be held responsible for any injury or disease involving the child, be it serious or fatal while the child is performing various activities prescribed by school or handles electronics equipment. This also applies to excursions organized by the school outside the school premises.

that the undersigned will not involve any staff member or management of the school in any sort of legal action or otherwise in case of such eventualities.

That child is being sent to The Pine Crest Elementary School entirely on the responsibility of parents, guardians and relations.

That the undersigned is quite satisfied from the various arrangements provided for the safety and medical protection of the students and the child is being left in the school with the full consent and responsibility for the undersigned.

NAME OF THE PARENT: _____

SIGNATURE OF THE PARENT

DATED:



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UNDERTAKING:

I _____ / Father/Mother of Master/ Miss _____ of

Class _____ hereby undertake that my ward can be sent with a person authorized by

Me during school leave or vacation. I will be solely responsible for any mishappening or consequences the

School management will not be responsible for it.

Prior information about sending my ward with a person other than me will be given by me to the school

Authorities through E-mail or Fax, before the leave date.

Parent's Name: _____

Address: _____

Contact No :(At least Two) _____

E-mail ID- _____

Signature: _____



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ADMISSION AND REGISTRATION:

1. If a student deposits amount less than 5000 Rs.(Five Thousand Rupees) as an initial amount then that is treated as registration and admission will only be confirmed when the student deposits his/her complete first installment. The installment should be deposited within 48 hours of deposition of admission fees. After this period the admission is likely to be forfeited.
2. The amount deposited for admission/ registration is non-refundable and in any case the amount will not be refunded back. However the amount of only installment deposited at the time of admission can be refunded under the following terms and conditions:
 - A. If the parent/guardian changes his / her mind within 12 (Twelve) hours of deposition of amount. After that no amount will be refunded.
 - B. If the ward hasn't attended any class within the first week of admission.
3. An application with reference to the above context must be submitted addressing principal with the receipt issued by the school in order to withdraw his/her money against the cancellation of admission. The customer is liable to collect the amount after 2 weeks of submission of application.
4. The ward can attend classes only after completing all the formalities of the front office within 15 days, like filling of pre-Application form, registration form, photographs, transfer certificate, mark sheet or result sheet of the previous class, deposition of his/her first installment etc.
5. The fee schedule should be collected only at the time of admission and any controversies should be resolved before attending the first class.
6. The fee will be paid for your ward in only 2 installments and the PDC of the second installment should be submitted immediately at the time of deposition of first installment .unless otherwise permitted by the school authorities.

ATTENDING THE CLASS:

7. The student will come on time and leave on time as specified in the holiday list. However under extreme circumstances the student can be granted an extension of prior information is given to the school authorities.
8. The student will have to report to school in their proper uniform, with proper hair and nails cut, black shoes properly polished. Fancy dresses like home dresses, sleepers etc are not allowed. If found so a penalty of Rs 500 will be imposed.
9. 75% attendance is mandatory by your ward to appear for exams. If your ward fails to fulfill the above criteria he/she will be debarred from the hostel and school and will not be allowed to appear in examination.
10. If you're caught using unfair means during examinations, school authorities may exercise their rights to terminate your ward.
11. Parents are required to take prior appointment in case they wish to meet the concerned senior authorities of the school such as Principal/Director. An appointment must be requested for 3 days in advance.
12. To improve the education standards and make our wards face the competitions of today's world, the school organizes special classes during the winter holidays by the name "Winter Camp", English, Math's are the focus of these classes and are mandatory for students identified by the school authorities.

HOSTEL RULES:

13. Any time of nuisance like quarrelling, abusing, fighting, using inappropriate words with colleagues, juniors, hostel employees and warden is strictly prohibited and a penalty of 1000/- will be imposed for first time. After that your ward will be suspended or expelled from the hostel.



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14. *Mobiles, other electronic gazettes and gizmos are not allowed in the hostel. Under the possession of these items, the school holds the right to impose a penalty of 5000/- and the foresaid items will be confiscated. No watches, expensive fancy chains, rings & earrings are allowed.*
15. *Your ward will not carry any expensive materials in the hostel. Any wear and tear as well as loss will be the sheer responsibility of your ward ward the hostel will not be responsible for this. Any complaints in this regards will not be entertained.*
16. *Your ward is not allowed to carry any eatables in the hostel premises. All students are treated equally & any eatables carried by student will be distillated amongst all the students.*
17. *Any wear and tear done to the school property will be treated as a severe offense and penalty will be imposed against the damage. The same will be charged.*
18. *For telephonic call can be made to the child only on fixed by the school management. No parent will pursue any teacher or any staff member for the above reason.*
19. *In case of any major sickness/injuries/miss happenings during playing, touring or any other activities, the school will not be held responsible and a proper intimation will be given in this regard to the parent/ guardian.*

WITHDRAWAL RULES:

20. *The parents are not allowed to withdraw their child during the mid of the session. How so ever under the urgent conditions upon the mutual understanding of the parent and management the withdrawal form must be submitted by the parent three months prior. Under such conditions the parent will have to deposit the complete fee of the session.*
21. *Three months prior notice must be submitted by the parents before the commencement of new session, otherwise three months tuition fee will be charged.*

The Management committee may amend any rule during the academic session before the commencement of new session, otherwise three months tuition fee will be charged.

I. _____ Parent/guardian of _____ of class _____ agree to the aforesaid terms and conditions and will abide them. Any discrepancy form our side will totally be our sole responsibility. As all the rules and regulations presented by the school are for our benefit, no controversial issue will be raised will be raised by us as far as the above rules and regulations are considered. I also understand that this contract is subject to continuing and participative interest on my part. Controversy If any must be resolved under Nainital Jurisdiction.

Date: _____

Parent's Name & _____
Signature: _____