

Admission Form

No. : _____ Sr.No. : _____

Std. : _____ Academic Year : _____

Branch: _____ IC No.: _____ Batch:

Student's Personal Details

Submit two Passport size Student's Colour Photos with White background

Surname _____ First Name _____ Middle Name _____
 Date of Birth
 D D M M Y Y Y Y Gender : Male Female

Contact Details

Correspondence Address: Building name : _____ Room/Flat/House no. _____
 Landmark & Area : _____ City : _____ Pin Code : _____
 Res. (Ph.): _____ Student's No.: _____ E-mail id.: _____
 Father's Occupation and Designation: _____ Father's No.: _____
 Mother's Occupation and Designation: _____ Mother's No.: _____

Education Details

Last Qualification	School / College Name	Year of Passing	Percentage (%) Secured
_____	_____	_____	_____

Present College/School : _____

Other Details

Are you a present Karnavat student: Yes No
 How did you come to know about Karnavat Classes:
 Paper Ad Hand Bill Friends Hoarding Brochure Ex-Student Others _____
 (Please specify)
 Subjects Opted in College :
 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
 Subjects Opted in Karnavat Classes :
 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____

For Office Use Only

Date of Payment _____ Receipt No. _____
 Total Fee Rs. _____ Fees Paid Rs. _____ Balance Fee Rs. (if any) _____
 Chq No./Cash : _____ Date: _____ Amount: _____ Name of Bank: _____
Balance Fee Details :-
 Chq No./Cash : _____ Date: _____ Amount: _____ Name of Bank: _____
 Chq No./Cash : _____ Date: _____ Amount: _____ Name of Bank: _____
 Chq No./Cash : _____ Date: _____ Amount: _____ Name of Bank: _____
 Chq No./Cash : _____ Date: _____ Amount: _____ Name of Bank: _____
 Chq No./Cash : _____ Date: _____ Amount: _____ Name of Bank: _____
 Comments, if any:: _____
 Received by: _____ Manager Sign : _____ Auditor Sign : _____

RULES AND REGULATIONS

- ✦ No students will be allowed to attend the class without Identity card, duly photographed and attested by the Principal.
- ✦ Student should observe discipline and should cause no disturbance to people residing around the premises of the institute or to the offices situated in the building in which the classes are held.
- ✦ The Principal or Professor of the Institute have full authority to make a student leave the class without assigning any reason whatsoever and the student has to leave the class immediately without further argument.
- ✦ The principal reserves the right to expel any student or students on ground of misbehaviour. No fees will be refunded if a student is expelled from the Institute.
- ✦ Smoking in the class room or in the corridors is absolutely prohibited. Infringement of this rule is liable to result in expulsion. Cycles/Scooters parking at student's risk.
- ✦ Student damaging any property or article of the Institute shall have to replace the article damaged or pay for the replacement.
- ✦ A student must attend only the batch allotted to him.
- ✦ The principal has the right to amend the scale of fees, to change the timings of the classes, to subdivide a class, to reduce or increase the no. of times a week for which a class is held, shift a class or classes or to discontinue a class altogether or change the staff members, if considered necessary.
- ✦ Mobiles should be strictly switched off during lectures else they would be confiscated.

TERMS AND CONDITIONS

- ✦ Examination deposit Rs. 200/- refundable against Photo Copy of final result.
- ✦ 2 recent colour photos compulsory at the time of admission.
- ✦ Fees are non-transferable and non-refundable under any circumstances. Subject once offered can not be changed / cancelled.
- ✦ Students failing to pay balance fee on the given date will be charged a fine of Rs. 100/- per month from the next day.
- ✦ Action will be taken on Student, If installments are not paid on specified due dates.
- ✦ Cheque bouncing charges Rs. 300/-
- ✦ Batch transfer fees Rs. 200/-. Transfer from VCR to Regular batch 25% additional fees.

Declaration

Sir, Kindly enroll me / my ward in your academy for standard _____ . We certify that the above information provided is true and correct. We have read the rules-regulations and terms and conditions of the institute given overleaf and promise to abide by them.

Yours faithfully,

Name of Parent : _____

Signature of Parent : _____