



IEM PUBLIC SCHOOL MEGACITY

(Following CBSE Curriculum)

DJ 14, Action Area - 1, Newtown, Kolkata - 700156

ADMISSION FORM

(PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS ONLY)

Form No.

Enrollment No.

Admission to class

Academic year

Please affix latest
photograph (Student)

Please affix latest
photograph (Father)

Please affix latest
photograph (Mother)

Student's Name

Date of Birth Male ☐ Female ☐ Blood group

Caste ☐ SC ☐ ST ☐ OBC ☐ General Preferred 2nd Language ☐ Hindi ☐ Bengali

Nationality Religion Mother Tongue

Permanent Address

Present Address

The Aadhaar No. of the child

Details of Present School, if applicable

Present School Name Class

Address

Father's Name

Blood Group Academic Qualification

College

Occupation/Designation

Office Name & Address

Mobile

E-mail Address

Mother's Name

Blood Group

Academic Qualification

College

Occupation/Designation

Office Name & Address

Mobile

E-mail Address

Total Family Income (Per Month)

Brothers/Sisters of student and school details :

Name of Sibling/s	Age	Class	Name of School/College

Proficiency in Other Languages / Sports / Other activities

Has the child suffered from any major illness recently? If yes, please mention the illness

Does the child have any chronic ailment/allergy/any other medical history? If yes, please mention the illness

Contact Persons (In case of emergency)

Name

Relation with the Student

Mobile

Phone (O)

Phone (R)

DECLARATION BY PARENTS / GUARDIAN

We are herewith seeking admission for our Son/ Daughter/ Ward....., at IEM Public School Megacity after having read and understood the terms and conditions stated herein below. The below mentioned terms are acceptable to us and we have unconditionally and unequivocally agreed to abide by the terms laid out below without any undue influence, duress and/ or coercion of any nature, in any manner whatsoever:

1. We hereby solemnly declare that we have made this application seeking admission for our Child/ Ward after having read and understood all the rules of admission.
2. We declare that the information furnished by us in this application is true to the best of our knowledge, information and belief.
3. We fully understand that no other document shall be substituted to those mentioned at the time of admission.
4. We declare that we shall at all times abide by the instructions laid down in the School Brochure, Parental Guidelines & School Almanac, as amended from time to time, and/ or any other rules, regulations etc. that may be framed and/ or is being followed by IEM Public School Megacity from time to time, by way of circulars or otherwise.
5. We agree and understand that the Admission given to our child shall at all times be provisional in nature till the authenticity of the documents furnished by us is determined by IEM Public School Megacity. We further agree and understand that in the event of any of the documents as produced by us is proved to be false, fabricated and/ or obtained by any fraudulent means; the Admission given to our child shall stand cancelled. Further, we also agree to furnish all the required documents within seven (7) days from the date of execution of this Application Form failing which we understand and agree that the Admission shall stand cancelled.

6. We understand and agree that the Admission of our child to IEM Public School Megacity is subject to availability of seats and is further subject to scrutiny of this Application Form at the time of the admission process. Submission of the Application Form itself shall not be conclusive proof of admission being granted to our child.
7. We fully understand and accept that the fees is required to be paid on or before our Child/ Ward joins IEM Public School Megacity, and thereafter each year before the commencement of the Academic Year, and/ or as and when demanded before the intimated due date. The fee once paid, shall not be refunded in any event.
8. We also understand and give consent to the School to take any action, as it deems fit, in order to recover any balance fee that is required to be paid. Further, the School shall also have the right to stop the Child/ Ward from attend classes in the event of any fee default. We herewith understand and agree to pay any additional charges that may be incurred towards Annual Day, Sports Day, School Picnic, School Excursions, Inter-School Competitions and any other special event that takes place or is conducted by the School or outside the School.
9. In case any cheque towards payment of fees is dishonored, the management reserves the right to de-enroll the child at its discretion and/ or levy any other penalty as it may deem fit. However, in the event of such a dishonor of cheque, the management of IEM Public School Megacity reserves its right to initiate any proceedings against the giver of the cheque, in accordance with the law.
10. The management reserves the right to disallow a child from attending IEM Public School Megacity or participating in any of its activities if his/ her fees are not paid either in part or in full. We also understand & accept that our child may be expelled or removed from IEM Public School Megacity for non-payment of fee due.
11. IEM Public School Megacity reserves its right to increase/ revise/ amend the fee structure from time to time for any reason whatsoever.
12. We understand that in case we choose to withdraw the admission of our child from IEM Public School Megacity, it will result in IEM Public School Megacity not being able to offer the same seat to another child whose parents may have been desirous of seeking admission and hence we agree and accept that the fee once paid shall not be refundable and if not paid shall have to be paid.
13. We agree and understand that if our Child/ Ward leaves the campus of IEM Public School Megacity without the School's permission, the management shall be authorized to lodge necessary complaints with the Police authorities; we further agree and understand that the IEM Public School Megacity and/ or its Management shall not be responsible for any mishap or untoward incident that may arise in such a situation.
14. We agree that our Child/ Ward will strictly follow the Dress Code decided by IEM Public School Megacity, at all times and shall only wear the uniform/ shoes as approved by IEM Public School Megacity.
15. We understand and accept that our Child/ Ward may be expelled from IEM Public School Megacity, if its management (at their absolute discretion) finds out that we or any one of us have been engaged in one or more of the following acts:
 - i. Participated in any dharnas and/ or morchas against IEM Public School Megacity or participated in shouting of any slogans that are in any manner whatsoever derogatory and/ or disparages the name and goodwill of IEM Public School Megacity and/ or its management and/ or any of its staff members.
 - ii. Participated in the exchange of any communication whether in the form of mails or SMS or otherwise, which seeks to tarnish the image and reputation of IEM Public School Megacity and/ or its management and/ or which is in any manner whatsoever is defamatory to IEM Public School Megacity / its management/ any of its personnel.
 - iii. Initiated and/ or participated in the filing of any frivolous complaints against IEM Public School Megacity and/ or its management/ any of its personnel.
 - iv. Causing to be published or telecast in any form of electronic/ print media, anything that in any manner whatsoever seeks to tarnish the goodwill and reputation of IEM Public School Megacity and/ or its management and/ or any of its personnel.
16. We understand that there will be no refund of fee following the expulsion of our Child/ Ward. We further undertake to pay all outstanding fees at the time of expulsion. We also understand that IEM Public School Megacity and/ or its management shall under no circumstance, be required to divulge to us and/ or any other person any confidential information, and/ or the identity of the person who provide such confidential information which would lead to the expulsion/ removal of my child.
17. We understand that no valuables including but not limited to gold chains, rings, mobile phones, laptops, tablets, personal stereo systems etc. are to be given to the student & that IEM Public School Megacity does not take responsibility for the loss of any such valuables.
18. We declare that IEM Public School Megacity holds the right to use our Child's/ Ward's photograph for any publicity material - publications, brochures & social media platforms (online – Facebook, Instagram, Website & Youtube) of IEM Public School Megacity.
19. We understand that IEM Public School Megacity shall at best effort provide normal medical aid to the students in event of any mishaps. The School shall take all precautions to ensure the safety of the students. However the Staff/ Management and/ or any other personnel of the School shall not be liable for any mishaps that may occur at the school or during educational tours or journeys in spite of best efforts.
20. We undertake and give our unequivocal consent not to initiate any proceedings against IEM Public School Megacity and/ or its management and/ or its personnel for any mishap or accidents in any manner, howsoever incident that may occur when our Child/ Ward uses the school bus or any other means of transport/ transportation provided by the

School when the Child/ Ward travels for any School Field Trip/ Picnics/ Sports Activity and/ or any other activity/ competition. We undertake to indemnify and hold the School, its management and its personnel harmless in the event of any loss or injury to the property of our person, including injury resulting in death, due to any reasons whatsoever which our Child/ Ward may suffer, while travelling in the school bus or by any other means of transportation provided by the School. We understand that no compensation will be paid by IEM Public School Megacity and/ or its management and/ or its personnel in this regard. We as parents and/ or guardians, waive all the rights that we may have in this regard, accordingly.

21. IEM Public School Megacity shall have the liberty to modify any of the terms & conditions to this Application Form and we herewith give our consent in advance to any of the changes to be made to this Application Form and/ or any other policies of the School, keeping in mind that any changes and/ or amendments made to this Application Form and/ or the Policies of the School shall be for the benefit of our Child/ Ward.

22. We further undertake to inform IEM Public School Megacity about all the medical issues and medical treatment that the Child/Ward is presently undergoing and/or that the Child/Ward may undergo in the future. We will ensure that all the required medication shall be provided to the Child/Ward and IEM Public School Megacity shall be informed of any special assistance and/or leeway that ought to be given to the Child/Ward as a result of this condition. If we feel that the child requires special attention and care then we shall make all endeavors to communicate the same to the school and shall also provide any additional assistance that the school may require for this purpose. We also undertake to bear all the costs and expenses in this regard.

23. We understand that IEM Public School Megacity does not administer any oral medication to the Child/Ward and we shall take the responsibility of ensuring that the medicines shall be given or sent with the Child/Ward to the school.

24. In the event of any separation between the spouses (being the parents and/or the guardian of the Child/Ward) either legally or otherwise, the parent shall produce a document, being a valid order from a competent Court, clearly evidencing to whom the custody of the Child ought to be given to. IEM Public School Megacity shall from then on communicate with that Parent to whom the custody is given to.

25. We agree and adhere to dropping our Child/Ward to the School at the time decided by IEM Public School Megacity. However, we understand that in the event of any unavoidable circumstance, there shall not be a delay of more than 5 minutes. We further adhere to picking up our Child/Ward at the time mentioned by the school in the afternoon/evening, as the case may be, without any delay and in the event of a delay; the delay shall not be more than 10 minutes.

26. We further understand that the child's performance is not directly attributable to the school. In the event where the Child's/Ward's performance is below average and no improvement is seen even after all the help and assistance made by IEM Public School Megacity, the school shall not be held responsible for the same.

27. We, the Parents/Guardians of Master/Miss,
of the IEM Public School Megacity, herewith give this undertaking and accordingly execute this Application Form after having read all its contents and upon satisfaction of each of the terms mentioned therein and accordingly give our unequivocal consent on the above.

We have carefully read the Application Form and all the other documents provided by IEM Public School Megacity and agree to abide by the policies, rules and regulations along with any substitutions and/or modification to be made to them, by IEM Public School Megacity and/or its management, from time to time.

Place:

Date:

Signature:

Relationship with the child:

TRANSFER POLICY

The internal transfer facility from one IEM School branch to another is possible subject to availability of the seat. In such a case, the child transferred to another branch would need to adhere to the rules and regulations and the prevailing fees structure of that particular branch.

NO REFUND POLICY

Fees once paid will not be refunded under any circumstances. This includes fees paid for Admissions, Academics, Transport, & other receipts.

(FOR OFFICE USE ONLY)

Enrollment No. Academic Year Date of Admission

Class Section 2nd Language Hindi Bengali Documents Submitted (Verified)

Checked by _____ Principal's Signature _____

Date _____

Date _____