



# Sanskar Vidhyapith School

Balkhu, Ring Road, Kumari Club, Kathmandu - 14, Nepal  
Tel. No. 01-4336583, E-mail: info@svs.edu.np

*"A Safe Place Where Children Learn with Fun"*

## ENROLLMENT FORM

**Father**

**Applicant**

**Mother**

### Applicant Information:

Name of Applicant: .....

First Name

Middle Name

Family Name

Date of Birth: ..... Sex: ..... Age: ..... Religion: .....

Cast: Brahmin / Chhetri / Janajati / Dalit / Others .....

### Enrollment Class:

Playgroup [    ], Nursery [    ], L.K.G. [    ], U.K.G. [    ], One [    ], Two [    ],  
Three [    ], Four [    ], Five [    ],

Would you like to use a transportation facility?

Yes [    ], No [    ], If Yes, Name of Station: .....

**Food Patterns:** The child is Vegetarian [    ], Non Vegetarian [    ]

### Permanent Address:

State: ..... Zone: ..... District: ..... Municipality/VDC: .....

..... Ward No. .... Tole: ..... House No. ....

### Temporary Address:

State: ..... Zone: ..... District: ..... Municipality/VDC: .....

..... Ward No. .... Tole: ..... House No. ....

### Medical Information:

Family Doctor & Hospital Name, Address and Telephone No.: .....

..... Any allergies: .....

### Details of Parents:

Father's Name: .....

Telephone No.: ..... Mobile No.: ..... E-mail: .....

Profession: ..... Company: .....

Business Address: ..... Business Telephone: .....

Mother's Name: .....

Telephone No.: ..... Mobile No.: ..... E-mail: .....

Profession: ..... Company: .....

Business Address: ..... Business Telephone: .....

Name of Local Guardian: .....

Telephone No.: ..... Mobile No.: ..... E-mail: .....

Profession: ..... Company: .....

Business Address: ..... Business Telephone: .....

**Emergency Contact:**

Emergency Contact Name: .....

Telephone No (Home): ..... Office: ..... Mobile: .....

**Education Previous School:**

Name Address of School: .....

Telephone No.: ..... Class: ..... Head of Counselor: .....

**Information about brothers and sisters:**

Name: ..... Age: ..... School: ..... Class: .....

Name: ..... Age: ..... School: ..... Class: .....

**Document to be attached:**

1. Recent photographs of child
2. Photocopy of Birth Certificate
3. Transfer Certificate from the school last attended

**Rules and Regulation:**

1. All school fees are not refundable.
2. The admission is granted for the entire academic year.
3. I choose to pay all the school bills according to the payment plan given by the school for the entire academic year.
4. School fees should be paid in advance within the first week of the month.
5. The admission fee is non-refundable if the student decides to leave the school.
6. The student will be considered unpaid automatically if the fee is not paid within two weeks after the due date.
7. A written letter should be submitted two months in advance in the event of leaving school for a justified reason. Otherwise, no leaving certificate will be issued.
8. Once a student is discharged from the school, a new application for readmission will be submitted. The school reserves the right to accept or refuse it.
9. Wearing of school uniform is mandatory for all grades except for playgroup and foundation.
10. School hours are from 9:00 am to 3:00 pm. Students receiving extra hours than the school time will be charged on an hourly basis.
11. The school reserves the right to expel the child for misbehavior or if the parents misbehave with the school community.

I certify that all the information provided on this student's application form is true and accurate to the best of my knowledge.

.....  
Signature of Parents/Guardians

.....  
Date