

## INTERNATIONAL SCHOOL OF KNOWLEDGE & LEADERSHIP ADMISSION FORM

City: \_\_\_\_\_ School: \_\_\_\_\_ Class/Section: \_\_\_\_\_

Date of Registration: \_\_\_\_\_ Academic Year: \_\_\_\_\_

### DETAILS OF THE STUDENT

Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Smart Card/B- form #: \_\_\_\_\_

Res. Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Please give details of any previous schooling the student has had.

Sr No.	School	Branch	From	To	Till Class	Reason for Leaving

**NOTE:** Copies of the School Leaving Certificate along with Birth Certificate should be attached.

### DETAILS OF EMERGENCY CONTACT

Emergency contact person (Name): \_\_\_\_\_

Relationship with child: \_\_\_\_\_

Phone #: \_\_\_\_\_

**DETAILS OF FATHER**

Father's Name: \_\_\_\_\_

Father's Occupation/ Designation: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

CNIC #: \_\_\_\_\_

**DETAILS OF MOTHER**

Mother's Name: \_\_\_\_\_

Mother's Occupation/ Designation: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

CNIC #: \_\_\_\_\_

**DETAILS OF GUARDIAN**

Guardian's Name: \_\_\_\_\_

Guardian's Occupation/ Designation: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

CNIC #: \_\_\_\_\_

## TERMS AND CONDITIONS

1. The Academic Year of International School of Knowledge & Leadership commences in August and ends in July each year.
2. If as a result of his/her test and interview, your child is not considered academically suitable for admission into the class for which admission is being sought, then the possibility of accepting him/her in any other class will be considered after the recommendation of the School Head.
3. Except for the Registration Fee, Admission, Security and Tuition Fee shall be deposited by Parents in the bank designated by School. The school shall not be responsible for the deposit of any such fee in cash to any employee of the school.
4. The students are offered the facility of Inter-city and Intra -city transfer from one campus to another in the INTERNATIONAL SCHOOL OF KNOWLEDGE & LEADERSHIP network.
5. The school reserves all rights of review to an increase in the registration fee, tuition fee and all other fee, charges and deposits ancillary thereto without prior notice or consent of the parents/guardians.
6. To enable provision of quality education to students, the school has absolute discretion to regulate the syllabus, course books and other teaching material. The consent of parents is not required.
7. The school reserves the right to accept or refuse admission without assigning any reason.
8. The school reserves the right to suspend/expel students for discipline issues. The school reserves the right to not give fresh admission to the student once expelled.
9. The fee challan will be handed over to the student before the due date. It is the responsibility of the parents to ensure timely payment. In case, the parents do not receive the fee challan, they shall contact the school in writing immediately to avoid late payment charges, etc.
10. The school may shift the premises of any branch of the school to another location for any reason; the consent of the parents shall not be necessary in this regard. An advance notice will, however, be given to the parents.
11. The parents will be responsible for timely and safe pick and drop of their children from the school.
12. One month written notice is required for refund of security fee.
13. The school leaving certificate will only be issued after adjusting and/or recovering all/any fee/arrears.
14. One month's written notice should be submitted and approved by the School Head in case the student is leaving the school.

15. In case of **Fee default of two consecutive fee challans/invoices**, or arrears exceed the security deposit, an automatic withdrawal will be processed and the student will not be allowed to enter school and to attend class.

16. This Admission Form must be completed in all respects and returned to the School Office along with copies of your **child's School leaving certificate**, **Two Passport size pictures of the child**, **One copy of each both Parent's CNIC, B-Form/ Smart Card and Birth certificate**.

I/We have carefully read and understood the above Terms and Conditions of the School and hereby agree to abide by these.

TO BE SIGNED BY PARENT/ GUARDIAN

Name: \_\_\_\_\_ Relationship with student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the interviewer**

Date of Admission	Class/Section
Interviewer's Name	Designation
Comments:	
School Head's Signature:	
Date:	

**FOR OFFICE USE ONLY**

Admission Form Received on:	Challan issued on:
Date of Payment:	Enrollment #: