



## Sharif Education Complex

### School Admission Form

Name: \_\_\_\_\_ Date of Birth: 

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Class: \_\_\_\_\_ Sec: \_\_\_\_\_ Reg. date: \_\_\_\_\_ Reg. no. \_\_\_\_\_

B.Form # 

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Current Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Province: \_\_\_\_\_ City: \_\_\_\_\_

Religion: \_\_\_\_\_ Nationality: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Gender: 

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Previous school: \_\_\_\_\_ SLC date: \_\_\_\_\_

#### Father's Information

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Qualification: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC # 

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Office Contact no.: \_\_\_\_\_

#### Mother's Information

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Qualification: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Office Address:

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Office Contact # \_\_\_\_\_

CNIC #

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Date of Admission:

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Date of joining:

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Guardian's Information

Name: \_\_\_\_\_ Qualification: \_\_\_\_\_

Contact no. \_\_\_\_\_ Occupation: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Office Address:

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Office Contact # \_\_\_\_\_

Guardian's CNIC #

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Details of Kinship:

Sr no.	Student's name	Class	Comp no.	Campus
<u>01</u>				
<u>02</u>				
<u>03</u>				
<u>04</u>				
<u>05</u>				

### Under-taking

1. I \_\_\_\_\_ Father of / Mother of / Guardian of \_\_\_\_\_ class \_\_\_\_\_ will pay all the school, hostel and transport dues in time according to the schedule.
2. My child/children will be bound to obey all the rules and regulations of SEC.
3. In case of expulsion / struck off / suspension of my child/children in lieu of fee defaulting, discipline or academics I will accept the decision as the final decision of the management of school and will not challenge that decision in any court of law or at any other forum.

**Father's /Mother's/ Guardian's Signature:** \_\_\_\_\_

### Fee Rules

1. Fee will be charged as per fee structure (Sports fee, Examination fee and Student card fee will be charged in November, January and April respectively).
2. Due date of monthly fee is 10 of every month.
3. Fee will be increased annually; however school management reserves the right to revise the school fee or other charges at anytime during academic session.
4. Fee once paid will not be refunded in any case however only the securities are refundable.
5. One month notice in writing is required for the withdrawal of the child to make you eligible for the security refund and school leaving certificate. The security will be refunded up till 2 months of withdrawal / graduation and once all dues are cleared, otherwise one month School / Transport fee will have to be deposited or adjusted from the securities.
6. The fee bill must be deposited in the prescribed bank. No one else is authorized to receive the fee in cash. Cheque, pay order, DD and on line deposit are not accepted.
7. In case of non applying, the security will be forfeited after one year of withdrawal / graduation / struck off.
8. If a child is absent for more than 2 weeks without notice and the fee is not paid his / her name will be struck off the rolls. Fee defaulter's name (s) will be struck off the roll as per given fee schedule. 50% re-admission fee will be charged within 3 months after that full admission fee will be charged along with outstanding dues and fine as per given schedule.
9. Transport facility can be availed minimum for six months (April to Aug and Sep to March).
10. Roll number slip / statement of entry will not be issued in any case unless total dues are cleared.

11. In case of migration the student is responsible to provide the NOC or migration certificate.
12. Dues of Board of Intermediate and Secondary Education (BISE) and British Council are not included in the School / College fee.

**Father's /Mother's/ Guardian's Signature:** \_\_\_\_\_

**Fee Details:**

<b>Admission Fee:</b>	_____
<b>School Security:</b>	_____
<b>Monthly Fee:</b>	_____
<b>Annual Examination Fund:</b>	_____
<b>Annual Sports Fund:</b>	_____
<b>TPT Fee:</b>	_____
<b>TPT Security:</b>	_____
<b>Ac/Heater:</b>	_____
<b>Student's ID card:</b>	_____
<b>Total:</b>	_____

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**Front Desk Officer**

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**Fee Record Officer**

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**Chief Accountant**

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**Principal / Vice Principal**

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**Administrator**