

ARF No:



NAKHLAH

Effective Date : **01-Nov-22**Document Title: **Admission Request Form (A Level)**Issue No: **01**Document No: **REG-FM-23**Page: **1 of 2**

Admission Details

Date		Class Applied For:	<input type="checkbox"/> AS	<input type="checkbox"/> A2	Campus:	<input type="checkbox"/> GCS	<input type="checkbox"/> BCS
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Student's Details

Name	A s p e r C N I C																		
CNIC					-											Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of Birth	D	D	-	M	M	M	-	Y	Y	Y	Y	Cell #							
Nationality											Email								
Name of the Last School																			

Parent's Details

Father's Name	A s p e r C N I C																													
Occupation																														
CNIC					-														Email											
Residential Address																														
Business Address																														
Cell #					-														Home No						Office No					
Mother's Name	A s p e r C N I C																													
Occupation																														
CNIC					-														Email											
Residential Address																														
Business Address																														
Cell #					-														Home No						Office No					

Cambridge International AS and A Level Subjects (Minimum Three)

Sr. No.	Subject	Code
1		
2		
3		
4		

Subjects available for the session: *Mathematics (9709)* *Accounting (9706)* *Economics (9708)* *Business (9609)*

O Level Subjects Details

Sr. No.	Subject	Please Tick	Grade Obtained
1		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
2		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
3		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
4		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
5		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
6		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
7		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
8		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
9		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	
10		Actual Result <input type="checkbox"/> Awaiting Result <input type="checkbox"/>	

Please complete the following

1. Have you made a career choice? If so, please Specify:

2. Have you taken part in extrac

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3. List positions of responsibility held in your previous school:

4. Do you have any health problem?

5. Name(s) of siblings studying in NAKHLAH?

Declaration

I/We do hereby declare that all the information provided above is true. If any discrepancy is found later, the institution has right to cancel the applicant's registration. We also agree to abide by all the existing rules and regulations of NAKHLAH and all those regulations that are framed from time to time.

Signature of Student _____

_____ Date _____

Signature of Parent/Guardian _____

Guideline for Filling Admission Request Form

1. Tick appropriate box only.
2. Write applicant's name and date of birth as appearing in the NADRA Birth Certificate/ Form B.
3. **DO NOT** use abbreviations such as Mohd, Ch, M, S, Sh, etc.
4. Date of birth must be in the format of DD-MMM-YYYY (01-JAN-2022).
5. Please submit the following documents of the applicant along with the Admission Request Form:

Sr. No.	Document	
1	Photocopy of Parent's (Father and Mother/Guardian) CNICs.	<input type="checkbox"/>
2	Photocopy of Student's CNIC or Smart Card.	<input type="checkbox"/>
3	Last three years's Progress Report (Grade 9, 10 and 11).	<input type="checkbox"/>
4	Photocopy of the CAIE Certificates.	<input type="checkbox"/>
5	Recommendation letter from the principal of the previous school.	<input type="checkbox"/>
6	Teacher's recommendation.	<input type="checkbox"/>
7	Copies of awards and certificate of honors.	<input type="checkbox"/>

General Rules

- A. Fee**
1. Fee challan shall be issued at the beginning of every month, incase if challan is not received, parents are requested to contact Registrar Office within first ten (10) days of the month.
 2. Fee is required to be paid before the due date. Fee is NOT payable at any Campus of NAKHLAH.
 3. Failure to pay the fee within due date, student shall be deemed to have withdrawn and the admission shall be cancelled. However, admission may be restored upon the parents' request by submitting Re-admission Request Form and paying re-admission charges.
 4. Fee payment may be done by branch banking option or via Quickpay (online payment solution) only, any other mode of payment shall not be acknowledged.
 5. If the school is closed for any reason whatsoever, the fee shall be charged for that period of time and should be paid on time.
 6. Academic session is from August till July. Fee is revised annually with effect from 1st August.
 7. Annual fee is paid at the starting of every Academic Session and is non-refundable.
 8. Admission fee is non-refundable.
- B. Separation**
1. Student withdrawal during the session is not allowed. However due to any reason whatsoever, if parents want to withdraw the student then Student Leaving Form is to be submitted at Registrar Office. Moreover, remaining session fee till July is to be paid.
 2. Leaving certificate is issued only after clearance is obtained from the Campus and fee till July is paid.
 3. Security deposit shall only be refundable if the student has completed whole academic session and fee till July is paid. Full security shall only be refundable in case there are no charges/deductions in terms of Institution's property damage or loss by the student.
 4. If a student is absent from the class for one month without any written information his/her admission shall be cancelled and no dues shall be refunded.
- C. Change of Data/Information**
1. Any change in the contact information of the parent should be immediately informed at Registrar Office by submitting the *Contact Information Update Form*.
 2. Allah forbid, in case of divorce or separation between the parents; death of either of the parents they are responsible to inform about the custody of student with necessary documentary evidences.
- D. Ethical Conducts**
1. The Management reserves the right to expel any student at any time for misconduct, indiscipline, low attendance, etc. and it also includes any unethical or misbehavior by the parent/guardian. Parents/guardian reserves NO right to claim any refund in any such case.
 2. Male interaction with female staff members is not allowed and vice versa.
 3. The management does not take responsibility for any transportation service hired by parents. It is the sole responsibility of the parent/guardian to ensure the safety, security, regularity and punctuality of the student.

[Note: NAKHLAH reserves the right to change any policy at any time without prior notice.]

Acknowledgement

I hereby read and understood all the set rules of NAKHLAH and shall abide to any change in rules or policy from time to time.

Parent/Guardian Name: _____

Signature & Date: _____