



MONARCH

EDUCATION SYSTEM

A SCHOOL FOR LIFE

Sher Colony, Toru Road, Opposite Sector K, Sheikh Maltoon Town, Mardan

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ADMISSION FORM

Form No. _____

Admission No. _____

Date _____

Academic Year _____

Class Applied For _____

Referred By _____

Affix recent
passport size
photograph
35 x 45 mm

STUDENT'S INFORMATION

Name of Pupil (Block Letters) _____

Date of Birth _____

Place of Birth _____

Nationality _____

Religion _____

Caste _____

Mother Tongue _____

Blood Group _____

Identification Mark _____

Gender ☐ Male ☐ Female

B-Form / CRC No. _____

Residential Address _____

Permanent Address _____

PREVIOUS ACADEMIC RECORD (IF ANY)

Name of Previous School	Class	Year of Study	Grade / Result

APPRAISAL OF YOUR CHILD (IF ANY)

Area	Details
Academic	
Extra / Co-curricular Activities	

HEALTH & TEMPERAMENT

Child's Behaviour

☐ Mild

☐ Normal

☐ Hyperactive

Please mention briefly any history of previous illness, allergy, or physical / psychological condition:

Emergency Contact NameEmergency Contact No.

PARENTS / GUARDIAN PROFILE

Particulars	Father	Mother	Guardian
Name			
Qualification			
Occupation			
Organization			
Designation			
Mobile No.			
CNIC No.			
Email			
Annual Income (Rs.)			
Office Contact No.			

SIBLING PROFILE

S. No.	Name of Sibling	Age	Class	Name of School
1				
2				
3				
4				
5				

TERMS & CONDITIONS

- The admission form must be filled in with due care by the parents / guardian. Any change in residential address, mobile number or other details must be communicated to the school in writing, duly signed by the parent / guardian. Changes will not be accepted over phone or SMS.
- The original school leaving certificate and the child's progress report from the previous school must be submitted before the start of the academic year.
- Additional charges will be collected for field trips and outdoor activities.
- Any misbehaviour or misconduct by a student, parent or guardian may lead to the rustication of the student without prior notice.
- All tuition and other school-related fees must be paid according to the deadlines specified by Monarch Education System (MES).
- All dues relating to academics and to field trips / outdoor activities must be cleared on or before the due date. In case of delay, the school management is authorised to impose a penalty of Rs. 50 per day per student.
- Parents give their consent for the child's study trips, excursions and outdoor educational activities outside the school building, and note that the drop-off and pick-up time and location may differ on such days.
- Payment may be made at the school by cash or cheque, or deposited into the school's bank / EasyPaisa account.
- MES reserves the right to refund or not to refund the tuition fee (or any fee paid at the time of admission) in case the child leaves or is transferred to another school or area during the course of the academic year.

DECLARATION

(To be signed by the parent / guardian at the time of admission only)

- We acknowledge that this application does not automatically admit our child to MES.
- MES reserves the right to make the final decision with respect to admission.
- We acknowledge that, should this application be accepted, our child and we (his / her parents / guardian) undertake to abide by the policies and regulations of MES. We understand that in serious instances of breach, such as damage to school property or bodily harm to another student or teacher, MES may impose a fine or the student may be asked to leave the school.
- We acknowledge that upon acceptance of this application we agree to pay the total fee as applicable and to abide by the billing options outlined in the billing schedule as communicated by the school from time to time.
- We acknowledge that MES will take reasonable care and exercise due diligence within its premises and during school activities, and that it will bear no responsibility should the student behave in a reckless or careless manner that may endanger the safety of himself / herself or others and thereby cause harm or injury.
- We declare that all previous medical and psychological histories have been correctly reported on this admission form.
- On leaving the school, our child shall return any school property borrowed during their time of study at the school.
- We agree that MES reserves the right to refund or not to refund the tuition fee (or any fee paid at the time of admission) in case the child leaves or is transferred to another school or area during the course of the academic year.

DOCUMENTS TO BE SUBMITTED

- ☐ Photocopy of birth certificate
- ☐ NADRA Child Registration Certificate (CRC) or B-Form
- ☐ Three recent passport size photographs of the child
- ☐ One recent passport size photograph of the parent / guardian
- ☐ Photocopy of CNIC of parents / guardian
- ☐ Photocopy of the previous academic year's progress card (if any)

I _____ father / mother / guardian of
_____ have applied for the admission of my ward into class _____. I have
read and accepted the terms & conditions and the declaration of the school.

Parent / Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

Particulars	Details
Date of Admission	
Admitted in Class	
Total Fee Deposited (Rs.)	
Receipt No.	
Received by	

Principal's Signature / School Stamp