

Please read and prepare Pay Order

Fee Structure for Admission to 'NURSERY to CLASS V' For 1st quarter for the year 2027 – 2028

	<u>AMOUNT</u>
ADMISSION FEE	1,00,000/-
TUITION FEE	41,850/-
ALLIED ACTIVITY FEE	4,905/-
SUPPLEMENTARY FACILITIES FEES	2,640/-
STUDENT DIARY & ID CARD (P.A.)	200/-
TOTAL	<u>1,49,595/-</u> =====

NB: The School has schemes for scholarships based on merit cum economic status. Such schemes are extended to students with proven record of representing the State / Country in any co – curricular or extra curricular activities. The management reserves the right to grant the scholarships.

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Kindly fill in the Proforma below and attach a recent PASSPORT SIZE photograph of the candidate. Do not staple. Kindly make sure that all the information is accurate, as this will be processed for the Identity Card.

IDENTITY CARD PROFORMA

PLEASE FILL THIS FORM IN CAPITAL LETTERS AND

ATTACH WITH A GEMS CLIP ONE (1) LATEST PASSPORT SIZE PHOTOGRAPH OF THE STUDENT

STUDENT'S NAME:

CLASS:

 SECTION:

SESSION: 2027 - 2028 DATE OF BIRTH :

GUARDIAN'S NAME:

ADDRESS:

PIN:

PHONE NO.

PHONE NO.

Blood Group:

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UNDERTAKING BY PARENTS SEEKING ADMISSION FOR THEIR WARDS IN

Sushila Birla Girls' School, 7, Moira Street, Kolkata -700 017

We, Mr. _____ & Mrs. _____ parents
/guardian of _____ seeking admission to Class
_____ of Sushila Birla Girls' School, 7, Moira Street, Kolkata – 700 017 do
undertake to abide by the following rules and regulations of the School:

Rules and Regulations

Students are granted admission to this institution with the specific understanding that they will abide by the rules and regulations of the school regarding discipline, uniform and attendance in classes as laid down by the management. In this regard they must strictly adhere to the following:

- I/We commit to abide by all the rules and regulations of the school being enforced from time to time in Sushila Birla Girls' School.
- I/We understand that Sushila Birla Girls' School being a reputed school will fulfill all its promises with respect to the infrastructural facilities, but development of certain facilities takes their own time and I/we will cooperate with the school authorities in this regard.
- Though the school will take all precautionary measures, it is likely that the students may get hurt or meet with an accident during their sports activities or elsewhere in the school premises. The school authorities will not be held responsible for any such unforeseen incident.
- I/We understand that for the purpose of uniformity in books, school uniform and other accessories and maintenance of its quality, the school may authorize dealers to provide these items to our wards and it will be obligatory on my/our part to take items from them.
- I/We agree that the school fees would be automatically linked with escalating costs and determined by the management of the school accordingly.

- I/We also undertake that in the event of default of school fee and/or any other dues, the management of the school reserves the right to take appropriate action as deemed fit.
- I/We will inform the school authorities about any change in my/our home address or telephone numbers immediately after the change for updating the records and will not hold the school responsible for not receiving the information.
- Indulging in agitational activities is a breach of undertaking/discipline. I/We will not cause or involve in any sort of annoyance, violence or disturbance of tranquility to vitiate the academic atmosphere of the institution.
- I/We as parents/guardian of the students are expected to extend our full cooperation to ensure maintenance of discipline.
- Every student aspiring for a rewarding career shall endeavour to make the school proud by excelling in studies and good manners, politeness, courtesy in speech and conduct as well as cleanliness.
- Any form of bullying or ragging will result in a disciplinary action as mandated by law.
- Any misbehaviour or violation of school discipline will be dealt by the disciplinary committee and corrective measures will be taken. In extreme cases parents will be called upon to discuss the child's behaviour and may lead to penal consequences as prescribed by law.
- I/We understand that all policies are subject to change as per the school's requirement and exigencies.
- I/We understand that as parents/guardian we are expected to participate in all activities of the school as well as encourage my/our ward to take part in the upliftment and development of the school. As parents/guardian, when called upon, I/we will be required to lend our support to the endeavours of the school. I/We will make every effort to attend all meetings organised by the school authorities, and all PTA meetings.
- I/We agree with the photographs and videos of my/our ward participating in academic and co-curricular activities being uploaded on any social media platform.

- I/We further undertake that it is my/our obligation to disclose any illness my ward is susceptible to and which is known to me/us.
- It has been amply clarified by the school authorities to me/us that responsibility of commutation of my/our ward for attending school solely lies on me/us.

ACKNOWLEDGEMENT

I/We have gone through the terms of the above undertaking carefully and understand that these are for my/our ward's welfare and wellbeing. I/We also understand that if I/we fail to comply with these rules and regulations then I/we will be liable to action due as per school's said rules and regulations.

Name of the Parent / Guardian

.....

Signature of the Parent / Guardian

.....

Date

Annexure

- Immunization Records
- Past history of spinal cord, head injury etc. (if any)
- Specific health conditions – Asthma, Epilepsy etc. (if any)
- Allergy Data (if any)

Please download, sign and submit

WITHDRAWAL POLICY

In case of withdrawal from the school after payment of admission fees for the academic session 2027–28, the following withdrawal policy will be applicable:

- **Withdrawal on or before 31st March 2027:** Students applying for a refund of fees on or before 31st March 2027 for the academic session (2027 – 2028) will be refunded the full fees paid, except the Admission Fee.
- **Withdrawal on or after 1st April 2027:** Students applying for a refund of fees on or after 1st April 2027 for the academic session (2027 – 2028) will be refunded prorata fees, except the Admission Fee.

ACKNOWLEDGEMENT

I/We have carefully read and understood the withdrawal/refund policy stated above and acknowledge and accept the same.

Student's Name

Class

Name of Father / Guardian

Signature of Father / Guardian

Date

Name of Mother / Guardian

Signature of Mother / Guardian

Date