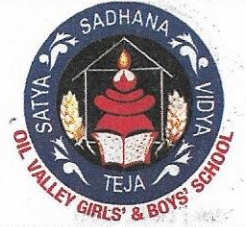




CBSE
New Delhi, India

Oil Valley Girls' & Boys' School

DIBRUGARH



ADMISSION FORM

Date of Application Admission sought in grade

HOUSE

Admission sought as Boarder Day Boarder Day Scholar Proposed date of entry _____

Duration of stay (Month / Year) _____

Age on date of entry _____ Year _____ Months _____ Days.

Affix
Passport
Size
Photograph

A. Student Detail

Student's Name _____

Surname

First Name

Middle Name

Date of Birth _____ Sex _____

Nationality _____ Religion _____

Caste _____ Mother tongue _____

Languages known _____ Blood group _____

Passport No _____ Place of Birth _____

Height _____ Weight _____

Address _____

City _____ PIN _____ State _____ Country _____

Preferred telephone no for SMS (One only) _____

B. Educational History

Current School _____

Name _____

Address _____

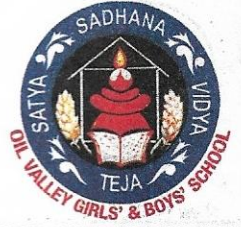
APPLICATION PACK



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Name of the principal _____

Medium of Instruction _____

Exceptional Academic achievement _____

Has your child ever received a double promotion? Yes/No

Has your child ever been identified as gifted or talented? Yes/No

Has your child ever been detained? Yes/No. Grade _____

Has your child ever been expelled or suspended from school? Yes/No

Career Considered _____

Sports, games and activities: Good _____ Average _____ Indifferent _____

Interest and hobbies _____

Music (instrument and years studied) _____

Is there evidence of any learning disability (attach full explanation): YES / NO _____

Health and physique: Any allergies, history of asthma, epilepsy, and diabetes or other major illness or physical disability should be noted here (but see separate medical form) _____

Character & General remarks _____

Attainments _____

C. Additional information

1. Neighbourhood (Tick as applicable)

Yes No

0 - 5 Km

5 - 7 Km

7 - 9 Km

9 Km & above

2. ALUMNI Year of passing : _____

3. Girl child

4. First male child

5. Defence martyrs (Attach proof)

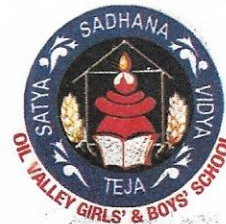
APPLICATION PACK



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Single parent : Tick (✓), only if applicable : Father Mother

IF THE CHILD IS SPONSORED (Name of the Sponsoring agency)

Permanent Address:

In the case of staff ward:

Name of Parent: _____

Areas in which you could contribute to enrich school life in terms of time, skills etc.

Please Tick (✓)

Cultural Professionals outdoor activities Medical
Sports Media Academics

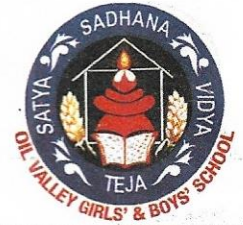
D. Family Information

Family Group Photo

APPLICATION PACK



Oil Valley Girls' & Boys' School
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Father's Detail

Name _____

Surname _____	First Name _____	Middle Name _____
---------------	------------------	-------------------

Nationality _____ Passport No _____

Qualification _____ Occupation _____

Designation _____ Name of the company _____

Transferable job Yes No

Office Address _____

City _____ Pin _____ State _____ Country _____

Tel. No (Res) _____ (Office) _____ (Mobile) _____

Address (Permanent) _____

Additional Information (Maximum 100 character): _____

City _____ PIN _____ State _____ Country _____

Mother's Detail

Name _____

Surname _____	First Name _____	Middle Name _____
---------------	------------------	-------------------

Nationality _____ Passport No _____

Qualification _____ Occupation _____

Designation _____ Name of the company _____

Transferable job Yes No

Office Address _____

City _____ Pin _____ State _____ Country _____

Tel. No (Res) _____ (Office) _____ (Mobile) _____

Address (Permanent) _____

Additional Information (Maximum 100 character): _____

City _____ PIN _____ State _____ Country _____

APPLICATION PACK



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Sibling Details (Real brother & Sister only)

Name	Current school	DOB	Grade

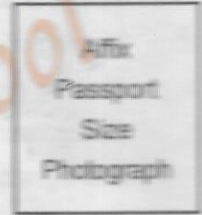
Guardian's Detail

Name _____
 Surname _____ First Name _____ Middle Name _____

Nationality _____ Passport No _____
 Qualification _____ Occupation _____
 Designation _____ Name of the company _____

Transferable job Yes No

Office Address _____
 City _____ Pin _____ State _____ Country _____
 Tel. No (Res) _____ (Office) _____ (Mobile) _____
 Address (Permanent) _____
 City _____ PIN _____ State _____ Country _____



Note : Boarders should have a local guardian.

OFFICE USE

Marks Obtained in Selection Test

Subjects					Total % of Marks
Marks					

Admission Status

Admitted	Regretted	Date of Admission	Admission No.

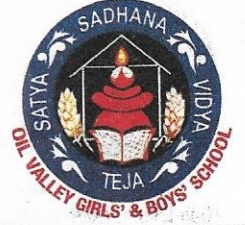
Sign of Office Assistant

Rector / Principal



Oil Valley Girls' & Boys' School

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Agreement:

The parent's /guardian's signature below constitutes agreement with the following:

1. Having read, understood and agreed to abide by the school policies and procedures
2. Having understood that students participate in all activities in house & out bound field trips for educational purposes, as a part of the regular school programme. All in house & out bound activities (trips etc.) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, the parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity or en route.
3. Meeting all financial responsibilities with respect to the education of the child in the school.
4. Meeting eligibility requirements for admission to the grade applied for, as stated in the rules of OVGBS.
5. Giving their consent to the Head or Coordinator or Teacher in-charge to act on their behalf, should the need arise for their signature during medical emergency. I agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to persons responsible for my child's care.
6. Adhering to changes, if any, in the standard terms and conditions of the school from time to time, as circumstances may require.
7. Accepting that the decision of the school management shall be final and irrevocable.
8. Supporting the school in enforcing all its rules, students' dress & behaviour code.
9. Accepting that the school reserves the right to revoke the admission/strike the name off the register of a student, on the grounds of a questionable sense of propriety and decorum on the parent's part.
10. The information given/filled in this application form is true to the best of our knowledge. In case of any change in the information provided we shall support the application with the required legal document.
11. We understand that the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect information.
12. We have no objection to our child's/ parents' photograph being displayed in school hoardings and publications.
13. We agree that the child can visit or be sent to the school counselor as and when required.
14. I have read the school policy & will read the circulars as and when given and abide by them. Also, I will follow the communication channel laid down by the school.

Father's Name

Mother's Name

Guardian's Name

Signature

Signature

Signature

Date :

Date :

Date:



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Oil Valley Girls' & Boys' School

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ADMISSION PROCEDURE :

Admission Policy

Oil Valley Girls' & Boys' School, Dibrugarh, is a co-educational, English medium School, registered under CBSE. Students are enrolled as Day Boarder, Boarder or Day Scholar. Admission is granted if a student satisfies all the provisions of the admission criteria and on payment of the requisite fee.

Admission Criteria

1. Availability of seats.
2. Age of the student*.
3. Acceptance of the OVGBS standard terms and conditions for studies at the school (see 'Agreement' details).
4. Successful completion of the schools' admission process.

Admission Requirement

To register for admission the following need to be submitted.

1. Duly filled Application Form.
2. Medical Examination Form (Physically fitness Report) duly signed by a certified medical practitioner.
3. Original Transfer Certificate from previous school. (if applicable).
4. Certificate in support of belonging to SC/ST/OBC (if applicable).
5. Physical Fitness Report duly signed by a certified medical practitioner (Applicable for Day Boarder/Boarder).
6. Proof of residence (Election card / DL/ Pan Card/ Passport/ Electricity bill/ Lease deed made six month prior to the submission of the application form along with an affidavit on stamp paper should be submitted in case of rental accommodation).
7. Proof of siblings (if applicable) *(The I /D Card /admission order/ latest fee bill of the sibling).
8. Proof of Alumani (if applicable).
9. Transportation form.
10. Photocopy of Scholastic Record/ Transcript of the results for last three years (if applicable).
11. Photocopy of Immunization details.
12. Photocopy of Birth Certificate issued by Municipal Corporation or State Govt.
13. Payment of fee.
14. Authorisation Certificate in duplicate (applicable for Day Boarder/Boarder).

Other Requirement

1. Original documents with copies attached to the Admission Form for verification.
2. Examples of the student's schoolwork in the form of exercise books, portfolio etc.

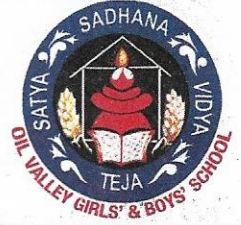
*Age Criterion

GRADE	DOB at the time of beginning of the session
Play Group	2 yrs 6 months +
Pre-Nursery	3 yrs 6 month +
Nursery	4 yrs +



Oil Valley Girls' & Boys' School

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KG	5 yrs +
Grade 1	6 yrs +

Grant of Admission

On the spot admission is granted to a student if he/she satisfies all the provisions of the Admission criteria and on payment of the requisite fee. The admission status will be considered provisional till the required fee payment is duly made following the submission of the necessary documents.

Overseas Candidates

Overseas applicants, who are unable to attend the interaction should courier/email all the required documents to the school office and later participate in an interaction. In addition they should also provide a confidential recommendation from their existing school along with their last transcript. Such information should come directly from the candidate's existing school in a sealed envelope. Interviews, via teleconferencing are conducted for overseas candidates.

Parents should note that the status of admission will remain provisional till the original Transfer Certificate and other relevant documents are submitted to the school office at the beginning of the academic session.

Policy for Foreign Nationals Documents required (According to Immigration by-laws, Government of India)

The immigration bye-laws of the Government of India states that a foreign national staying in India for a period of more than six months registers his/her name in the local immigration bureau within 14 days of their arrival in India and acquire residency permit.

The school will assist the parent/local guardian by providing a bonafide certificate for day scholars. For the residential boarders, the school will provide a letter signed by the Circle Officer of Dibrugarh/ Secretary of Lahowal Gaon Panchayat. The local guardian/parents would require to follow the process of registration. In case of expatriates staying in the hostel, designated members from OVGBS staff will be the local guardians.

The documents required for the process are mentioned below

1. The student should hold a student visa. On getting provisional admission in the school, the school will issue a bonafide letter for visa. The same can be collected from the office or a scanned copy will be mailed on request from the parent.
2. Passport size photographs of the student- 15 copies (Size 3.5cm x 3.5cm)
3. Passport size photographs of both the parents- 2 copies each (Size 3.5cm x 3.5cm).
4. Photo copy of passport of student and both the parents - 2 copies each.
5. ID Proof/address Proof of the local guardian of the student.
6. Authority letter from both the parents on Rs. 100/- stamp paper nominating the local guardian. In case of expatriates staying in the hostel, designated members from OVGBS staff will be the local guardian.
7. ID Proof and Address proof of the parents/guardians from the respective country.
8. If student shifts from any residential school of India to OVGBS, the Resident permit FRRO needs to be transferred to OVGBS.

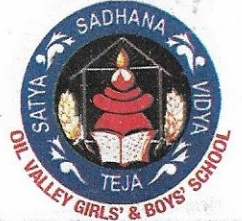
Note - Provisional admission granted to a student will not be confirmed without a residency permit. A copy of the permit is required to be submitted to the school in 15-days time.



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MEDICAL EXAMINATION REPORT

Personal Information (filled on) _____
(DD) (MM) (YYYY)

Student's Name _____
Surname First Name Middle Name

Birth Date _____ Sex _____ (Male /Female)
(DD) (MM) (YYYY)

Emergency Contact

Person to call _____ Relationship _____ Tel. Nos. to call _____

Family doctor's name _____ Tel. No. _____

Blood Group _____ Height _____ Weight _____ Vision _____

Allergies

Is your child allergic to anything? If yes, what is your child allergic to? _____

What is the reaction? _____

What is the treatment? _____

Epilepsy

Does your child have epilepsy? If yes, please provide details _____

Asthma

Does your child have asthma? If yes, please enclose a complete Asthma Management Plan

Is your child physically challenged? Yes / No

If "yes", please describe and attach any relevant information _____

Has your child ever had hearing difficulty? Yes / No

If yes, please mention _____

Has your child ever had vision problems? If yes, please mention _____

Hospitalization

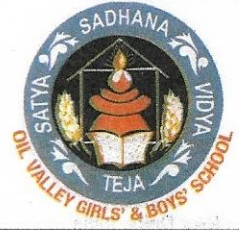
Has your son/daughter been hospitalized in the last 5 years? Yes / No

If so, for what reason? _____



Oil Valley Girls' & Boys' School

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Does your child have a medical condition the school should know about?

Please describe _____

Is your child currently under medication / treatment? Yes / No

Please indicate the type and purpose _____

Other Medical Conditions _____

If yes, please provide details _____

History of immunization

Please attach an immunisation report signed and attested by a doctor.

Diphtheria _____ Tetanus _____ Pertussis (Whooping Cough) _____

Polio _____ Mumps/Measles/Rubella _____

Hepatitis A _____ Hepatitis B _____ Influenza _____

Encephalitis _____ Rabies _____ Tuberculosis _____

Does the child have some special needs? Yes No

If yes, write in details:

Attach Medical certificate Yes No

Any other information which will be helpful _____

I declare that the information I have provided on this form is complete and correct and that I will notify the School in writing if any changes are required to be made.

Date _____

(DD)

(MM)

(YYYY)

Parent's / Guardian's Signature

Responsibility in an emergency - (please read carefully)

In an emergency, I authorize the school to provide consent for medical attention for my child. I agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to persons responsible for my child's care.

Name _____

Relationship to student _____

Signature _____

Date _____

(DD)

(MM)

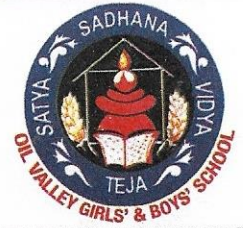
(YYYY)



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Oil Valley Girls' & Boys' School

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TRANSPORTATION REQUESTS FOR STUDENTS

Oil Valley Girls' & Boys' school, Dibrugarh

All parents who desire transportation to school for their child/children must fill out the form below and return it to Front Office.

[please print]CHILD'S NAME	DATE OF BIRTH	AGE	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date for transportation requested for: From _____ To _____

Name of person requesting transportation: _____

Relationship to student: _____

Address of home: _____

Home phone (with code) _____ Work Phone (with code) _____

E-Mail: _____

Address of student: _____

Name & Signature of Parent

Date:

Tel. No.....

Signature of student

Date:

OFFICE USE

Prayer Granted (Y/N) Present Fare Name of Vehicle Issue "STUDENT BOARDING PASS"

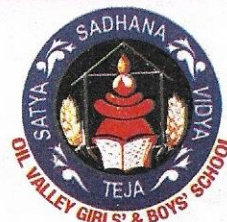
Signature



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AUTHORIZATION CERTIFICATE (To be filled and submitted in duplicate)

I, father/guardian of Master/Ms.
Class School No..... do hereby authorize the following persons to meet my ward in the school premises / to collect my ward for short leave, summer and winter vacations with prior permission of the school authorities. The passport size photographs of the persons so authorized are pasted on the certificate along with their signatures and contact addresses in duplicate :-

1. Name and address with Pin Code and Telephone Number with STD Code & Photograph.

Affix
Passport
Size
Photograph

Signature :

2. Name and address with Pin Code and Telephone Number with STD Code & Photograph.

Affix
Passport
Size
Photograph

Signature :

3. Name and address with Pin Code and Telephone Number with STD Code & Photograph.

Affix
Passport
Size
Photograph

Signature :

4. Name and address with Pin Code and Telephone Number with STD Code & photograph

Affix
Passport
Size
Photograph

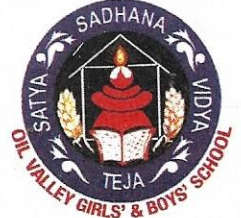
Signature :

Signature of Parent/Guardian :



Oil Valley Girls' & Boys' School

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AUTHORIZATION CERTIFICATE (To be filled and submitted in duplicate)

I, father/guardian of Master/Ms.
 Class School No..... do hereby authorize the following persons to meet my ward in the school premises /
 to collect my ward for short leave, summer and winter vacations with prior permission of the school authorities. The
 passport size photographs of the persons so authorized are pasted on the certificate along with their signatures and contact
 addresses in duplicate :-

1. Name and address with Pin Code and Telephone Number with STD Code & Photograph.

Signature :

Affix
 Passport
 Size
 Photograph

2. Name and address with Pin Code and Telephone Number with STD Code & Photograph.

Signature :

Affix
 Passport
 Size
 Photograph

3. Name and address with Pin Code and Telephone Number with STD Code & Photograph.

Signature :

Affix
 Passport
 Size
 Photograph

4. Name and address with Pin Code and Telephone Number with STD Code & photograph

Signature :

Affix
 Passport
 Size
 Photograph

Signature of Parent/Guardian :