



EXCELLENCE

(AN EDUCATIONAL JOURNEY)

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Student's
recent
Passport size
Photograph

APPLICATION FORM for ADMISSION, Session : 20...-20...

To,
The Director Sir,
EXCELLENCE (An Educational Journey),
113, Probodh Mitra Lane, P.O. – Nimta, Kolkata – 49, West Bengal

Application Form No. :

COURSE APPLIED FOR :

I wish to take admission in your institution for the above mentioned course. I have read the "Terms & Conditions" of the institution given overleaf and agree to abide by the same. My particulars are given below :

(Please fill the form in CAPITAL LETTERS)

First Name _____ Middle Name _____ Last Name _____

Father's / Guardian's Full Name _____

Father's Occupation _____ Designation _____

Date of Birth _____ Gender _____ Category _____ (GEN/SC/ST/OBC/PH)

Residential Address _____

City _____ State _____ Pin Code _____

Student's Mobile No. _____ Guardian's Mobile No. _____

E-Mail Id : _____ Last Year C.C. No. _____

Correspondence Address (Please ignore if same as Residential Address) _____

_____ City _____ State _____ Pin Code _____

School / College Name & Address _____

Marks Obtained _____ % (Class X Board) _____ % (Class XII Board) (In Case of X appearing, mention IX Annual %)

Board _____ (West Bengal / CBSE / ISC / Any Other, Please Mention)

Eligibility for Concession _____ (5% / 10% / 20% / 30% / 40% / 50% / 75% / 100%)

How did you come to know about EXCELLENCE ? _____

(Marketing Team Members / Newspaper / Teacher / Friends / Relatives / Seniors / Advertisement / Website)

Date :

WELCOME TO THE WORLD OF EXCELLENCE

Place :

Signature of the Student

(FOR OFFICE USE ONLY)

Enrollment No. : Registration No. : Course Offered :

Batch No. : Batch Date & Time : Course Fees :

PAYMENT DETAILS

| Sr. No. | Date | Mode of Payment | Amount | Sr. No. | Date | Mode of Payment | Amount |
|---------|------|-----------------|--------|---------|------|-----------------|--------|
| 1. | | | | 7. | | | |
| 2. | | | | 8. | | | |
| 3. | | | | 9. | | | |
| 4. | | | | 10. | | | |
| 5. | | | | 11. | | | |
| 6. | | | | 12. | | | |

TERMS & CONDITIONS OF EXCELLENCE

1. When a student is seeking admission to the institution for classroom study or mock-test or both, it is clearly assume that he/she has an earnest purpose. He/she is expected to aim at the highest achievement in every aspect and to conduct him/herself in responsible and dignified manner whenever he/she may be.
2. It is mandatory to provide valid E-mail ID / Mobile No. of student / guardian. The result of tests or any other information by the institute will be sent to the student on E-mail ID/ SMS/ Call (any one).If those are invalid, institute shall not be responsible.
3. If any student is found adopting unfair practices during test or in classroom, the institution has absolute right to expel him/her.
4. If any kind of damage on institute's property has done by any student, he/she must have to pay the repairing / servicing charge on that product. In this regard, institute has every right to decide the amount to be paid by him / her.
5. The fee once deposited towards a particular course is non-refundable / non-transferable to what so ever reason may be.
6. If a student carries mobile phone / I-pods / Laptops in the classroom / exam hall, then it should be switched off.
7. The institute is not responsible for any loss / theft of mobile phones / Laptops / valuables / cash in the institute premises.
8. Scholarships on Tuition fees shall be given only on the basis of Merit List prepared by the institute as per Scholarship test. Any decision concerned with this matter will be at sole discretion of the Director / Higher Authorities.
9. If a student is absent without prior information for more than 20 days, he / she may be deemed to be expelled. The decision of the Director will be final in this regard and no fees or part of fee will be refunded in such cases.
10. The parents can enquire about the progress or any other problems concerning their wards from the institution. The can also meet the respective faculty staff or in-charge or Director Sir only with the prior appointment.
11. Incomplete application form will be rejected. It is mandatory to attach an self-attested photocopy of mark sheet of previous class and one recent passport size photographs to the application form.
12. Each student will be issued an Identity card. He/she must carry the I-card for any purposes concerned with EXCELLENCE.
13. In case, if the teachers feel that any student is not working hard, indiscipline, disturbing, irregular in attendance, not responding properly, then he/she may be expelled from the institute. The decision of the Director in this regard will be final and binding on the student. No fee or part of fee will be refunded in such cases.
14. In case if any parent/guardian misbehaves with any staff member of the institute, his/her ward can be immediately rusticated from the institute and no claim of refund of such student will be entertained.
15. EXCELLENCE reserves the right to make any alteration in its programs / venues / timing & days of classes / fee structure without any prior notice to anybody. The decision of the Director Sir will be final in this regard.
16. EXCELLENCE reserves the right to publish the photographs of toppers / rank-holders / academic successful students & running classes. The institute will not be liable to any legal proceeding against such an act.
17. EXCELLENCE does not guarantee of success in any exam. Students would be accountable for their success with our guidance
18. If any type of mishap occurs in the institute premises because of situations beyond our control or any natural calamity such as earthquake, fire, electric short circuit, floods etc, EXCELLENCE shall not be responsible in any matter whatsoever.
19. By joining EXCELLENCE, the student and guardians are bound by all its rules and regulations mentioned above.

Signature of the Guardian

Signature of the Student