



Reg. No.	
Date	2018-2019

MANECKJI COOPER EDUCATION TRUST SCHOOL

JUHU TARA ROAD, MUMBAI 400 049

Telephones : 2660 4312 / 2660 5211 / 2660 6397

APPLICATION FOR REGISTRATION OF ADMISSION

PHOTOGRAPH

(LKG TO STD. VIII)

(To be filled in by the Parent or Guardian of the Candidate)

To,
The Principal,
Maneckji Cooper Education Trust School, Juhu Tara Road, Mumbai.

I wish to apply for admission of my son/daughter/ward in your school in Std. _____

Name of the Child: _____ Date of Birth: _____
(First Name) (Middle Name) (Last Name)

Place of Birth: _____ Nationality: _____ Religion/Caste: _____

Name of last School attended: _____

Mother Tongue: _____ Languages spoken: _____

Details of Father / Guardian:

Name _____ Age: _____

Educational Qualifications: _____ Email: _____

Business / Service: _____ Designation: _____

Name of Company and Office Address: _____

Monthly Income: _____ Tel No. Office : _____ Mobile: _____ Resi: _____

Details of Mother / Guardian:

Name _____ Age: _____

Educational Qualifications: _____ Email: _____

Business / Service: _____ Designation: _____

Name of Company and Office Address: _____

Monthly Income: _____ Tel No. Office : _____ Mobile: _____ Resi: _____

RESIDENCE ADDRESS: _____

Name of Sons/Daughters at present studying in the school (and the Standard in which they are studying) and/or who have studied in the past _____

NOTE: SUBMISSION OF THIS FORM DOES NOT ENTITLE THE APPLICANT TO ADMISSION

I hereby agree to abide by all the rules and regulations laid down by the Maneckji Cooper Education Trust School.. The information provided herein is true and correct.

Date

Signature of the Parent/Guardian

FOR OFFICE USE ONLY

Eligibility of the candidate _____

Application form issued on _____

INSTRUCTION TO PARENTS
LOWER K. G. AND HIGHER K. G.

School Timings

L.K.G. – 11.30 am to 01.30 pm.
H.K.G. – 08.10 am to 11.20 am.

The following should accompany the Form filled for admission.

- 1) The Municipal Birth Certificate of the Child – Original and Photocopy.
- 2) In case of adoption, certified true copies of valid adoption documents.
- 3) Copy of Adhaar Card
- 4) Caste Certificate, if applicable

STDS. I - VIII

School Timings

Stds. I - IV – 08.10 am to 1.35 pm.
Std. V – VIII – 08.10 am to 2.45 pm.

Note: School timings may change as decided by the management.

The following should accompany the Form filled for admission.

- 1) A copy of the last Terminal/Final Report Card of the Child.
- 2) In case of adoption, certified true copies of valid adoption documents.
- 3) Copy of Adhaar Card
- 4) Caste Certificate, if applicable
- 5) The Original Report of the Child for the Terminal Examination should be brought at the time of the interview.
- 6) The Original Report of the Annual Examination and School Leaving Certificate should be submitted after the results. If the Applicant is from outside the state of Maharashtra, the School Leaving Certificate should be countersigned by the Education Officer or equivalent authority of the State / Union Territory where such Applicant was previously in School.

FEES :

Fees are subject to revision without notice. The following are the current fees:-

Pre-Primary Section (L.K.G. & H.K.G.)

Admission Fee	Rs. 6,000	(Once, during admission)
Tuition Fee	Rs. 6,000	(Per Month)
Term Fee	Rs. 6,000	(Twice a Year)

Primary Section (Stds. I - IV)

Admission Fee	Rs. 4,500	(Once, during admission)
Tuition Fee	Rs. 4,500	(Per Month)
Term Fee	Rs. 4,500	(Twice a Year)

Secondary Section (V - VIII)

Admission Fee	Rs. 4,500	(Once, during admission)
Tuition Fee	Rs. 4,500	(Per Month)
Term Fee	Rs. 4,500	(Twice a Year)

GENERAL :

Applications for admission will be judged on the merits of the candidate, his/her academic performance and will depend on the number of vacancies.

The decision of the Board of Trustees in respect of admission will be final. Parents should not approach the School Authorities nor the Trustees for a review of the decision. Any inquiries made in this regard will not be entertained.

After the admission intimation, the parents are required to pay the necessary fees etc. within one week, failing which the admission will stand automatically cancelled.

Admission Forms will be issued on payment of a processing/administrative fee of Rs.100/- each.

No money will be refunded whether or not admission is granted.

Upon admission the child shall attend school only in the school uniform. No exception shall be made on any ground whatsoever.

The school does not provide any bus service nor is the school responsible for the transportation of the student to & from the school. This is the Parents'/Guardians' SOLE responsibility.

Signature of Parents: Father: _____

Mother: _____