

Brookfield Academy H. S. School



Sinamangal, Kathmandu

Tel: 4-110646, 4-492597

E-mail: info@brookfield.edu.np

Website: www.brookfield.edu.np

PP Size Photo

ADMISSION FORM

Entrance Roll No.:.....

Admission sought for class: Desired faculty:

For the year 206..... (200.....)

A. Personal Details:

1. Student's name (In block letter) _____
(In Nepali) _____

2. Date of birth: (i) Nepali calendar _____
(ii) English calendar _____

3. (i) Nationality _____

4. (i) Permanent address _____
(ii) Local/temporary address _____
Phone No. _____ E-mail: _____

5. Father's name _____
(i) Occupation _____ (ii) Address _____
(iii) Phone No. _____

6. Local guardian's name _____
(i) Occupation _____ (ii) Address _____
(iii) Phone No. _____

B. Previous Academic Record:

(i) Name of the school _____
(ii) Address _____

Academic Details:

1. Name of the S.L.C./Matric board _____
(i) Examination year B.S. _____ A.D. _____
(ii) Symbol No _____
(iii) (a) Regd. No. _____ (b) Issue date _____
(c) Equivalent certificate No. (Only for foreign boards) _____

2. Marks Obtained in S.L.C. / Matric exams :

Subject	Eng.	Nep.	C. Math	Sci.	Soc. Std	HEPS	Opt I	Opt II	Total
Marks									

Total marks _____ Subjects _____
Percentage _____ Optional I _____
Division _____ Optional II _____
Total score (Maths + Science + English) _____

3. Medium of language used :

(i) At School _____ (ii) In S.L.C. exams _____

C. Others:

1. (i) Desired faculty _____
(ii) Desired group/subject _____
2. (i) Bus stop (If necessary) _____
3. (i) Student's health problem (if any) :
(ii) Blood group _____
4. Referees:
(i) _____
(ii) _____
5. Emergency contact No: _____

The above details are true to the best of my knowledge and I hereby declare that I would abide by the rules & regulations of the institution.

For Office Use Only

1. Entrance examination result
a. S.L.C (%) _____ b. Written Test _____ c. Interview _____ d. Total marks obtained _____
2. Admission granted in _____ Faculty _____
3. Conditional admission _____

Date : _____

Principal/Coordinator's Signature

RULES & REGULATIONS

Brookfield Academy H. S. School always gives emphasis on the disciplinary aspect for overall development of education. Discipline in any field always leads to progress as well as prosperity and for students it deserves an utmost importance. The Institution has set the following instructions for the students to abide by so that learning atmosphere could be maintained and the ultimate goal of quality education be achieved.

1. Students must maintain high degree of discipline. Any complaints in this respect will mean withdrawal from the institution without prior notice.
2. The institution does not permit the students to be late or irregular to institution.
3. Students should attend institution regularly & punctually in clean & tidy uniform. They should stay away from chewing tobacco, parag, smoking and taking alcohol and drugs. Such students will be immediately expelled from the institution and be disqualified to join institutions under Higher Secondary Education Board (HSEB)
4. Parents/guardians are not allowed to see/meet their children or interview any teacher during the institution hours. The teachers may only be interviewed with the permission of the office of the principal.
5. Any damage done to institution property should be repaired by the concerned student.
6. Books, periodicals or magazines of any objectionable nature should not be brought in the institution.
7. If a student discontinues for a month without any notice his/her name will be struck off from the register. In such a case request for re-admission can be granted at the cost of Rs.1000/- as re-admission.
8. Parents are reminded that all complaints and suggestions must be sent in print. Parents should notify the institution in writing the absence of the student(s).
9. The institution does not permit any student to wear jewellery and cosmetics, to have growing and colouring of nails and to bring cell phone and other electronic equipments.
10. If there are any complications or conflicts regarding the matter of teaching subject, teaching methodology, teaching facilities etc, students can submit the written application to the administration through class representative and students council.
11. If the students remain absent in internal exams without prior written application, Rs.100/- will be charged per subject.
12. Students should carry all the required teaching learning materials.
13. Once the name of a student is enrolled for institution transportation facility, he/she is not allowed to leave the bus as per his/her choice. The student who fails to register his/her name for the facility will be barred for using the facility.
14. Students are not allowed to go outside the institution premises during the institution hours.
15. Students are free to receive, return and study books in the library throughout the institution hours.
16. Students should hand over sport materials as well as other materials to the institution after the end of games or use.
17. The scholarship awarded to any student on the basis of SLC + Entrance performance will be for one academic year only. Further, the scholarships for Grade XII will be based on the performance of the student in Grade XI Board Exam.
18. The student who wants to transfer from the institution is bound to pay the full amount in admission and tuition fees of the whole academic year. (*This is applicable even to the students with all types of scholarship*)
19. Students must deposit the monthly tuition fee of the previous month before the 10th of the current month. If not, Rs.50 will be fined per month.
20. Admission fees/monthly fees once deposited cannot be withdrawn.

Banners Under Raktakali Education Foundation

Whitefield College

(10+2) Science/Commerce

Nayabazar, Shovabhadrawati Road

Chhetrapati, Kathmandu, Tel: 4-251733/4-249538

Whitefield H. S. Boarding School

Nayabazar, Shovabhadrawati Road

Chhetrapati, Kathmandu, Tel: 4-251733/4-249538

Brookfield Int'l College

Bachelors in Business Administration

(BBA)

Sinamangal, Old Baneshwor Road

Kathmandu, Tel: 4-110646/4-492597

Brookfield Academy H. S. School

(10+2) Science/Commerce/Humanities

Sinamangal, Old Baneshwor Road

Kathmandu, Tel: 4-110646/4-492597

LETTER OF CONSENT

For Applicant Use :

It will be my great fortune if I get an opportunity to be a student of Brookfield Academy Higher Secondary School.

I assure you that I'll cooperate the institution in all of its academic and other programmes to the best of my capacity and I hereby agree to abide by the rules and regulations of the institution.

I understand that I will be subjected to any punishment if I am proved guilty about discipline, morality and irregularity that disturbs the environment of the institution.

Name of the student _____ Signature _____
Faculty _____ Contact No. _____

For Guardian/Parent Use :

Being the Guardian/Parent of Mr. / Miss to be studying in class (Commerce/ Science/Humanities) at the Brookfield Academy Higher Secondary School, it is my responsibility to keep a constant watch on each and every activity of my son/daughter as well as to cooperate the institution in all its programmes that benefit my child.

I hereby agree to withdraw my ward at any time from your institution, if he/she violates the rules or disturbs the academic environment of the institution.

Parent/Guardian Name _____ Signature _____
Phone _____ Date _____



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Entrance Examination 206....

Entrance Roll No.:

Student's Name:.....

Proposed Faculty:..... Proposed Subject Group:

Entrance Date:.....

Photo

Student's Signature

Coordinator's Signature