



Tejaswi
Classes

Creating Achievers

ST. 2, Supreme Plaza, Plot No. 15 & 16
Central Market, Sector 6
Dwarka, New Delhi 110075

Tel: 011 47513818

Mobile: +91 9821679599

Email: info@tejaswi.org.in

Website: www.tejaswi.org.in

Enrolment Form

(for Classroom/Integrated School Programs)

Enrolment Number *(for official use only)*

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Required documents for enrolment

1. Admission Test
2. Enrolment Form duly filled in and signed by the student & parent.
3. DD(s)/Pay Order(s)/PDC(s) as applicable for the Fee Plan opted by you for the program.
4. Five (5) Passport size Colour Photographs of the student.
5. Three (3) Passport size Colour Photographs of Father/Mother/Guardian (who issues PDCs)
6. Any one of the following documents as student's identity:
 - (A) Photocopy of School ID card with photograph
 - (B) Photocopy of last Board or School Mark sheet
 - (C) Bonafide certificate issued by the Principal of School

In order to serve you even better, please share your valuable opinion below

What has influenced you the most to join TEJASWI CLASSES ? {Pls tick (✓) options relevant to you}

TEJASWI CLASSES Results/Achievements

TEJASWI CLASSES Value System

TEJASWI CLASSES Faculty if yes, Name of TEJASWI CLASSES Faculty:

TEJASWI CLASSES Student if yes, Name of TEJASWI CLASSES Student

His/Her TEJASWI CLASSES Program Name

TEJASWI CLASSES Study Centre Enrolled at

If any other influence (please specify) :



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A division of

Citidesk Educare Pvt. Ltd.

Test date (DD | MM | YYYY format):

Registration Number (as mentioned on the Hall Ticket) :

Study Centre:

Program Name:

Program Code:

Scholarship Awarded% (if applicable)

Student's Details

Student's Name (in CAPITAL LETTERS)

Date of Birth (DD | MM | YYYY format):

Boy Girl

Mailing Address:

Nearest Landmark

City

PIN

Contact No. (Mobile)

Land Line (with STD Code)

E-mail ID:

Permanent Address:

Nearest Landmark

City

PIN

Name of School/College Last Attended/Presently Attending:

Address:

City

PIN

Details of the examination(s) of the class last passed/currently studying

Name of the Examination(s)	Board	Year of passing/appeared	Total Aggregate Marks (%)

Parents Details

Father's Name:

Title: Mr./Dr./Prof./etc

First Name

Last Name

Qualification

Occupation

<input type="checkbox"/> Business	Nature of Business/Job	Business Address		
<input type="checkbox"/> Govt. Service	Name of the Organization	Office Address	Department	Designation
<input type="checkbox"/> Pvt. Service	Name of the Organization	Office Address	Department	Designation

If others (please specify)

Mobile No.

E-Mail:

Mother's Name:

Title: Ms. /Dr./Prof./etc

First Name

Last Name

Qualification

Occupation

<input type="checkbox"/> Business	Nature of Business/Job	Business Address		
<input type="checkbox"/> Govt. Service	Name of the Organization	Office Address	Department	Designation
<input type="checkbox"/> Pvt. Service	Name of the Organization	Office Address	Department	Designation

If others (please specify)

Mobile No.

E-Mail:

Details of the Local Guardian reference (Mandatory if the student is joining as a hosteller)

Name:

Title: Mr./Ms./Dr./Prof./etc

First Name

Last Name

Qualification

Occupation

<input type="checkbox"/> Business	Nature of Business/Job	Business Address		
<input type="checkbox"/> Govt. Service	Name of the Organization	Office Address	Department	Designation

<input type="checkbox"/> Pvt. Service	Name of the Organization	Office Address	Department	Designation
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If others (please specify)

Mobile No.

E-Mail:

Details of Sibling(s) (if applicable)

Name:

Class studying in:

Enrolment No. (if enrolled with TEJASWI CLASSES):

Name:

Class studying in:

Enrolment No. (if enrolled with TEJASWI CLASSES):

Name:

Class studying in:

Enrolment No. (if enrolled with TEJASWI CLASSES):

Name:

Class studying in:

Enrolment No. (if enrolled with TEJASWI CLASSES):

Fee Details:

Sl. No.	Instrument Number	Date	Issuing Bank & Branch	Amount (in Rs.)
1				
2				
3				
4				
			Total	

Annexure "A"

TERMS & CONDITIONS FOR POST DATED CHEQUE(S)

I understand that if my son/daughter/ward withdraws from the Program to which he/she has been admitted at any point of time or does not attend the Program and thus the seat given to him/her is rendered vacant, the same will not/ can not be filled up by any other candidate and a vacancy created in the batch due to withdrawal of a student after the starting of class or up to 2 days prior to the same cannot be filled in any case, therefore I understand that TEJASWI CLASSES shall suffer irreparable losses in case of non-payment of remaining fee of the instalment plan, hence it will be unethical not to honour the Post Dated Cheque(s). I have opted for instalment fee plan and have submitted the Post Dated Cheque(s) as per the details given below:

I agree that, I will make arrangement, for below stated Post Dated Cheque(s), to get honoured, and will keep sufficient funds on or before the due date for the same.

Detail(s) of Post Dated Cheques (Only Local/Payable at par cheques will be accepted)

S.No.	Cheque No.	Dated	Issuing Bank	Fee Amount	S.Tax Amount	Total Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

I further agree to get above Post Dated Cheque(s) cleared, even if, my son/daughter/ward discontinues studies at TEJASWI CLASSES, irrespective of any reasons.

I am signing the above declaration in good mental/physical health. I have satisfied myself about TEJASWI CLASSES. The necessary Enrolment-Forms, including this form was received by me several days before the actual date of signing to enable me to understand the implications of taking admission at TEJASWI CLASSES. I have taken expert opinion regarding matters which were not clear to me and I am satisfied.

Signature of the Student

Name: _____

Father/Mother/Legal Guardian's Signature

{Who has issued the cheque(s)}

Name: _____

Date: _____

Enrolment No. (for office use only): _____

I have retained photocopy of this document for my reference before submitting it at TEJASWI CLASSES

Date: _____

Place : _____

Father/Mother/Legal Guardian's Signature

Name: _____

TERMS AND CONDITIONS

1. The student who is enrolled with the institute will have to work hard regularly. In case, the teachers feel that the student is not working hard, creating indiscipline in the institute, irregular in attendance, not responding properly, he/she will 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 the fee will be refunded in such cases.
2. After depositing money towards Registration/Course fee, if a student becomes disinterested or fails to join the classes in the institute due to any reason whatsoever and wants to take his/her money back, the institute will not refund the money deposited towards registration or course fee. The registration money deposited towards a particular course will not be adjusted against any other course and is not refundable if a student doesn't join that particular course.
3. If any student absents himself/herself for more than 15 days continuously without prior written permission, he/she may be deemed to be expelled from the institute. No fee or part of the fee will be refunded in such cases.
4. It is for the student himself/herself to see whether he/she is eligible for a certain examination or not. The institute does not hold itself responsible if a student's admission form cannot be forwarded or it is rejected by the examining body on any ground whatsoever. Such a student cannot claim a refund of whole or any part of the fee he/she had paid to the institute.
5. Incomplete forms will be rejected. It is compulsory to attach a photocopy of the marksheet of qualifying examination and passport size photograph to the admission form. The institute reserves the right to use the photograph for publicity in case the student secures position/success in the exams.
6. The parents can meet the Director for any enquiry regarding their ward's progress or any other problem concerning their ward with prior appointment only.
7. Any student caught adapting unfair practice during any test(s) is liable for immediate removal from the examination hall and no refund of fee shall be made.
8. Any change of address should be notified to the office without delay.
9. Student enrolled with TEJASWI CLASSES has to provide his /her Examination roll number(s) as soon as he/she receives the admit card(s) from the examining body.
10. In case of any dispute, the decision of the Director is final. (All disputes are subject to jurisdiction of Delhi High Court).

Signature of the Guardian

Signature of the Student

Date: _____

Date: _____



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