

SAY, "O MY LORD!
INCREASE ME
IN KNOWLEDGE"

- ENGLA MEDIUM
- ENGLISH VERSION
- ZUL QURAN



ADMISSION FORM

- School
- College
- Day-care
- Residence



EDUCARE
Pride in Excellence

EIIN-135025



Established and Managed by **WS FOUNDATION** • KSH: 385/13 •

EDUCARE IDEAL SCHOOL & COLLEGE

(One School Serving the Purposes of Here & Hereafter)

ADMISSION PROCEDURE, TERMS AND CONDITIONS

APPLICATION PROCESS

1. The guardian can collect the admission form from the office or website of the Institution and the application form can be submitted through online or at the office of admission desk.
2. The application form must be submitted with the following supporting documents for both resident & non-resident students.
 - Birth certificate/NID of the student
 - Two recent passport size photographs of the student
 - Two recent passport size photographs of parents/guardians
 - NID of parents/guardians
 - A school leaving certificate or TC and last result report card
 - Medical details of any specific or special requirements (if applicable)
3. After processing, we will arrange a date for the Admission/ Placement Test for students.
4. The presence of the guardians is required during the Admission Test & Viva Voce for the students of PG, Nursery, KG, Grade One and Grade Two.
5. The eligible students will be admitted only.

ADMISSION or PLACEMENT TEST

We expect a high level academic achievement as well as good moral conduct at **Educare Ideal School & College**. In order to facilitate this, the Admission or Placement Test is offered to students who demonstrate the aptitude and capability to conform and excel. Academic and Admission Teams will complete all admission related affairs. The Team will submit the admission related papers for reviewing to the Head of the Institution. The outcome of the Assessment Test will be made available to parents/guardians as soon as possible. The Admission or Placement Test will be contained the following:

1. **Language Proficiency Test:** This test is based on four skills i.e reading, writing, speaking and listening in both Bangla & English. The students must have the ability to reading, writing and informal conversation.
2. **Elementary Math & Science Basic Test:** Class-wise test will be taken to assess their abilities on respective subject if they are capable of learning.
3. **Informal conversation with the class teacher on discipline:** The following points would be discussed with the students:-
 - Being punctual and the effects of being late.
 - Dressing and grooming etiquettes.
 - Good behavior, religion/Islamic qualities and good attitude should be focused on all the time.
 - Rules around bullying and how to report bullying if any such things happen.

ASSESSMENT OUTCOME

When the assessment is completed and tests are marked by our Academic Team in consultation with the Heads of Literacy Numeracy Character Development and the Head of School, we will come to a decision about your child (ren). The outcome of the entrance test will be one of the following:

1. **Accepted:** Assuming that a place is confirmed, an official offer letter is sent by phone/email/post to the parents or guardians of a successful applicant. This will include an invoice which will stipulate the payment of admission fee, tuition fee and others.
2. **Conditional Offer: Further assessment may be required.**

Before a place is offered to your child or children further assessment may be necessary for us to be confident that we can cater for your child's needs. We will keep in touch with you via e-mail or phone to arrange a follow-up meeting.
3. **Unsuccessful Applicant:**

A notification letter is sent to an unsuccessful applicant. You will be informed by e-mail of an unsuccessful application, and we will share our observation and reasoning with you.
4. **Waiting List:**

If the required class is full, your child will be placed on a waiting list and you will be informed by email. In this case, the offer letter will only be sent when a place/seat becomes available.



Admission Form

Tick mark (✓) in the boxes wherever necessary.

Write everything in block letters to which class you are applying for admission.

Session 20 -20

PG	NURSERY	KG	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Non-residence		Day-care		Residence		Stay in Residence								
For Class Nine to Eleven				Main Subject				4 th Subject						

Preferred Version

Preferred Shift (if required)

<input type="checkbox"/> Bangla	<input type="checkbox"/> English	<input type="checkbox"/> Hifzul Quran	<input type="checkbox"/> Morning/ First Shift	<input type="checkbox"/> Day/ Second Shift
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Student's Information

Full Name <small>(As in birth registration/ passport)</small>													
Birth Registration No.						Date of Birth	DD	MM	YY	YY	Sex	<input type="checkbox"/> M	<input type="checkbox"/> F
Pervious School <small>(Applicable from KG-XII only)</small>													
Student lives with	<input type="checkbox"/> Both Parents			<input type="checkbox"/> Father			<input type="checkbox"/> Mother			<input type="checkbox"/> Guardian			
Student's Mobile No. <small>(If application)</small>						E-mail <small>(If application)</small>							
Have you applied to Educare or admission before?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<small>(If yes, please state admission reference Id)</small>								
Does the student have any mental of physical disability / challenge? <small>(If so, please specify)</small>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes									
Does the student have a special medical condition? <small>(If so, please specify)</small>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes									

Father's Information

Full Name											<input type="checkbox"/> Check here if deceased
Nationality <small>(If non-Bangladeshi, please submit photocopy of work permit)</small>	Bangladeshi /				Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated		
Educational Institution <small>(Last attended)</small>						Qualification:					
Occupation						Office Address:					
Organization											
Designation											
Yearly Income						Mobile (Office)					
Mobile (Home)						Telephone (Home)					
E-mail (Primary)						E-mail (Secondary)					
Residential Address											
Preferred Mailing Address: (Check one)	<input type="checkbox"/>	Residence Address	<input type="checkbox"/>	Office Address	<input type="checkbox"/>	Local Guardian's Address	<input type="checkbox"/>	Other Address			
Other Address											
Are you working in Educare?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes (If yes, please provide ID number)	ID Number						



Admission Form

Mother's Details

Full Name					Check here if deceased				
Nationality (If non-Bangladeshi, please submit photocopy of work permit)	Bangladeshi /	Marital Status	Married	Divorced					
			Widowed	Separated					
Educational Institution (Last attended)			Qualification:						
Occupation			Office Address:						
Organization									
Designation									
Yearly Income			Mobile (Office)						
Mobile (Home)			Telephone (Home)						
E-mail (Primary)			E-mail (Secondary)						
Residential Address									
Preferred Mailing Address: (Check one)	<input type="checkbox"/>	Residence Address	<input type="checkbox"/>	Office Address	<input type="checkbox"/>	Local Guardian's Address	<input type="checkbox"/>	Other Address	<input type="checkbox"/>
Other Address									
Are you working in Educare?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes (If yes, please provide ID number)	ID Number				

Guardian's Details

(This section is only applicable if the student does not live with parents)

Full Name								
Nationality	Bangladeshi		e-mail					
Relationship to Student	<input type="checkbox"/>	Uncle (Paternal)	<input type="checkbox"/>	Aunt (Paternal)	<input type="checkbox"/>	Grandparent (Paternal)	<input type="checkbox"/>	Brother
	<input type="checkbox"/>	Uncle (Maternal)	<input type="checkbox"/>	Aunt (Maternal)	<input type="checkbox"/>	Grandparent (Maternal)	<input type="checkbox"/>	Brother
	<input type="checkbox"/>	Cousin	<input type="checkbox"/>	Other (Place State)				
Profession					Yearly Income			
Mobile					Telephone			
Mailing Address								

Sibling's Information

No. of Sibling	Student of Educare	Yes	No (Mention other institution)	
Sibling's Name & ID (If studying in Educare)			Existing Student	Graduate
Sibling's Name & ID (If studying in Educare)			Existing Student	Graduate
Sibling's Name & ID (If studying in Educare)			Existing Student	Graduate
Sibling's Name & ID (If studying in Educare)			Existing Student	Graduate
Sibling's Name & ID (If studying in Educare)			Existing Student	Graduate



Admission Form

List all political, social, charitable or professional organizations in which you (father or mother) belong to

Attach passport size photographs (please DO NOT staple photographs).

Student's
Photo

Father's
Photo

Mother's
Photo

Guardian's
Photo
(If Applicable)

DETAIL OF PERSON (S) AUTHORIZES TO COLLECT CHILD OR CHILDREN (if required).

Name of 1 st Authorized Person		Name of 2 nd Authorized Person	
In block letters		In block letters	
Relation	Contact Number	Relation	Contact Number

1st Authorized
Person's Photo
(If Applicable)

2nd Authorized
Person's Photo
(If Applicable)

Fill in the box for transport service (if required).

Servicing Area		Starting Date & Month	
Why do you need transport service?			

Health Information of the Student

1. Height		ft.		in.		2. Weight		kg. as on	D	D	M	M	Y	Y	Y	Y	3. Blood Group	
4. Is there any physical draw-back? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
If yes, then please give the details:																		
5. Is there any allergic problem? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
If yes, which of the following requirement (s) to be avoided?																		
a. Food :						b. Medicines (Group Name):						C. Others:						
6. Are there any games/sports the candidate needs to avoid? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
If yes, then please give the details:																		



Admission Form

Emergency Contact in Detail

Educare will communicate to parents/guardians through SMS. Please, provide a mobile phone number to receive school information.

SMS Number			
Father's Number		Mother's Number	
E-mail			
Emergency Mobile Number			

GENERAL RULES TO BE FOLLOWED

1. Students must come timely to attend the assembly.
2. Dress code should be followed & hair style for boys to be like Army Cut.
3. Mobiles, electronic devices & ornaments are absolutely prohibited.
4. Students are not allowed to participate in any examination whose presence is below 90%.
5. A transfer certificate will be issued only in the current session. If anyone wants to take a transfer certificate out of his/her admitted session, he/she will have to pay session charge & tuition fees up to that month.
6. Annual result will be prepared with all previous results (CT, MT, Tutorial Exam and Term Exam).
7. Students must follow the disciplines of the school.
8. The honorable guardians are humbly requested to follow the rules & regulations of the institutions for congenial atmosphere.
9. Scholarship is available for all extra ordinary students.
10. Immunization & Vaccination for applicable students are essential as per Govt. Order.
11. Required fees will be added for any other programs offered by school.
12. Students with siblings join at Educare can avail 10 to 20% discount.
13. You are requested to pay your child's advance tuition fees within 10th of each month. Late fee for Non-Resident student at every calendar month is Tk. 200/- & Resident Tk. 500/- and thereafter the fine will be double.
14. Arabic language learning is a must for all Muslim students.
15. Hafez on the first three verses of the Quran is compulsory for all Muslim students.
16. Resident & Non-Resident students are absolutely prohibited to use or bring mobile phones inside the school & resident compound.
17. Residential student's parents are only allowed to meet with resident students on Parent's Day.
18. Residential students will enjoy leaves only five to six times in a year.
19. Resident seat will not be cancelled after admission in any situation within one (1) year. If anyone wants to cancel his/her resident seat, he/she must pay the whole year dues.
20. Full payment of residence must be paid for its long time closing.
21. It is mandatory for the students to stay in the residence for one (1) year. After one year if he/she wants to leave/cancel the residence, the guardians must inform the institution before three months of the ending year in written.

Declaration

1. All the information stated in the application form is correct.
2. I will submit all the documents required by the school for my child's file in timely manner.
3. I accept all school rules and will co-operate with the school in applying them.
4. I will pay the tuition fees on time according to schedule.
5. By my signature, I understand and affirm the above information.

Student's Signature

Father's Signature

Mother's Signature

Guardian's Signature
(If Applicable)



Admission Form

FOR EDUCARE OFFICE USES ONLY

HR & Admin: Documents Confirmed		Confirmation of Admission Dept.			
Student's SID	<input type="text"/>	RID	<input type="text"/>		
1) Student's Birth Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Admission Test	<input type="text"/>	For Class:	<input type="text"/>
2) Student's 2 Copy Passport Size Photos	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subject	Attained Marks	Obtained Marks	Signature
3) Student's TC or Leaving Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bangla			
4) Student's Last Class Report Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	English			
5) Student's JSC/SSC Registration Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	Math			
6) Student's JSC/SSC Mark Sheet	<input type="checkbox"/> Yes <input type="checkbox"/> No	Science			
7) Student's JSC/SSC Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	G.Knowledge			
8) Applicant's Immunization Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Physics			
9) Parents' Passport Size Photos	<input type="checkbox"/> Yes <input type="checkbox"/> No	Chemistry			
10) Parents' Photocopies of NID cards	<input type="checkbox"/> Yes <input type="checkbox"/> No	Biology			
11) Guardian's Passport Size Photos & NID cards	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked & Confirmed by			
12) Additional Medical Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dept. Head/Coordinator/VP Name:			
Note (If any):	<input type="text"/>	<input type="text"/>			
Checked & Confirmed by		Sign & Date			
Name :	<input type="text"/>	<input type="text"/>			
Designation:	<input type="text"/>	<input type="text"/>			
Sign & Date:	<input type="text"/>	<input type="text"/>			

Approval of Admission

**Admission Approved by
Head of Institution**

ACCOUNTS USE ONLY

<input type="checkbox"/>	School	<input type="checkbox"/>	College	<input type="checkbox"/>	Day-care	<input type="checkbox"/>	Residence	<input type="checkbox"/>	Sibling's ID:	<input type="text"/>
Date of Admission				Status	<input type="checkbox"/> New	<input type="checkbox"/> Promoted	Before ID		<input type="text"/>	
Admission Form (Tk.)				Transport Form			<input type="text"/>			
Admission Fee				Monthly Transport Fee			<input type="text"/>			
Re-admission/Session Fee				Effective Month of Transport Fee			<input type="text"/>			
Monthly Tuition Fee				Effective Month of Tuition Fee			<input type="text"/>			
Educational Equipment				Grand Total			<input type="text"/>			
Package				Package Include			Yearly Tuition Fee & Exam Fee			
Reference				<input type="text"/>						



Head Office
Comrade Rawshan Ali Sarak, Bazlur Mour (Nishan Mour), Kushtia
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