



Date of Admission _____
 Date of First Class _____
 First Quarter _____

Student's Name _____

Father's Name _____

Mother's Name _____

Parent's Occupation _____

Address _____

Landline Phone
 Mobile (Mother)
 Mobile (Father)

Please affix a recent
 Photograph of your child

E-mail in capital letters

Emergency contact Numbers

School Class

Date of Birth Age

Course

	Origami	ORG
	Painting & Drawing	DNP
	Astronomy	AST
	Sci Fun	SFP
	Music KB	MKB
	Music Gtr	MGR
	Drama & Speech	DSP
	3D paper Modeling	3DP
	Paper Aeronautics	PAT
	Clay Modeling	CLY
	Papier-mâché	PMC
	Pop-Up Card making	POP
	Fun Time	FTM
	Book Club	BCL
	Dance	DNC

Time

Time	S	S	M	T	W	T	F
10 – 11							
11 – 12							
12 – 01							
01 – 02							
02 – 03							
03 – 04							
04 – 05							
05 – 06							
06 – 07							
07 – 08							

Is your child having any of these known medical Issues?

1. Asthma
2. Allergy
3. Fits
4. Migraine
5. Diabetes
6. Any Other Illness

If Yes
 Please provide necessary instructions and medicine or Aids and your doctor's Contact Number.

School maintains basic First Aid Box. In case of emergency school will inform you and you should be here as soon as possible to take care of your child however school may call ambulance from the nearest possible hospital.

Summer Fun

Two Moths
Three Months
FUN TIME
Two Weeks

I have read all the instructions given by the school and I am ready to follow the rules and instructions.

Signature of Parent _____



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1. Artworx is committed to deliver the best quality and for achieving the high quality standards we insist upon regularity and continuity in learning process. Although we understand that with children sometimes it is difficult to attend 100% classes therefore Artworx provides you substitute classes, Catch-up classes and extra classes according to the need and situation.
 - a. If you miss the class
 - i. In one quarter maximum two substitutes will be given provided that the absence of the child is pre informed. There will be no substitute without pre information.
 - ii. If child is absent in more than two classes then composite substitutes will be given in separate hours. That means number of substitute may not be the same but it is to ensure that child can catch up with the course.
 - iii. If any child is absent in more than 12 classes without prior information Artworx will assume him/her as drop out and the seat will not be retain in same batch. Re-Joining is possible only after submitting the admission fee and the next quarter fee. Please note there will be no substitute for last quarter and no fee refund or adjustment.
 - iv. In case of frequent irregularity Artworx will not be responsible for slow or non learning.
 - v. Substitute Classes arrangement – It is your responsibility. Artworx either will inform you in person (Reception Person will communicate the person who will pick child from Artworx) or on telephone. Once you give your approval for the substitute date and time it will be your responsibility to sent child on due date and time. There will be no substitute on missing substitute class.
 - vi. Dates for the substitute classes will be arrange by Artworx and no further change will be possible.
 - vii. It is not necessary that substitute classes are given immediately. Arranging substitute is subjected to the availability of seat, suitable batch (same age group and understanding level) or availability of teacher.
 - viii. Fee due date is fixed for every child. Fee should be deposited on due date. Pending Substitutes will be given in due course but quarter will not be extended.
 - b. If Artworx announces holiday
 - i. We generally don't call off classes, but in case it happens, Artworx will provide you substitute for the class.
 - c. National Holidays
 - i. There will be no substitute.
2. Fee Policy
 - a. You submit fee for 24 classes. You will receive a reminder slip on 21st class. The fee due date, last quarter dates, next quarter dates and fee amount will be mentioned on the slip. You should submit the fee on or before the due date. After due date there will be a late fee of Rs 20/Day up to One week and Rs 50/Day thereafter.
 - b. Quarter will not be extended in any circumstances. Substitute will only be given after receiving the due fee.
 - c. Fee once paid will not be refunded in any case, however it can be adjusted in other course.
 - d. In case of payment through check first class will be given after the realization of the check.
 - e. Sibling discount is for real brothers or sister. Not allowed for cousins, Neighbors etc. In case one sibling discontinues the course after one quarter, sibling discount will not be continued.
3. Discontinuation
 - a. If student discontinue the course, he / she will not be consider for the certificates or the annual exams. If you have missed more than two classes in current quarter only 2 classes will be compensated.
 - b. Readmission after discontinuation in same batch is subjected to the availability of seat and feasibility. Before readmission student will have to pass a test of feasibility. Your remaining duration will depend upon the feasibility Test Report.
 - c. Re – Admission is only possible by paying the full tuition fee, admission fee and Re-admission fee.

I accept the terms and conditions of Artworx.
Signature

Date

Place