



# Lahore School System Islamabad Campus

House No. 60, Street No. 01, Block-B, PWD

*The Smart School*

Housing Scheme Society, Islamabad.

E-Mail: [info@lss.edu.pk](mailto:info@lss.edu.pk)

Web: [www.lss.edu.pk](http://www.lss.edu.pk)

Photo Size  
(2x2)  
Two Photographs

## ADMISSION FORM

### Student's Information

Student's Name(Capital Letters) :	_____	Gender :	_____
Date of Birth :	_____	Religion :	_____
Place of Birth :	_____	Nationality :	_____
Current Address :	_____		
Permanent Address :	_____		
Email(s) :	_____		

Has the Child ever suffered any serious illness or allergies? If Yes then give details:	Does the Child have any Physical impairment? If yes, then give details

### Previous Academic Details of a Student

Sr.	Grade	School / Board	Passing Year	Division
01				
02				

### Parent's Information

### Contact / Cell No(s).

Father's Name(Capital Letters) :	_____	Emergency No. :	_____
Mother's Name(Capital Letters) :	_____	Father Cell No. :	_____
CNIC (Father) :	_____	Mobile No.(SMS) :	_____
Current Address :	_____		
Permanent Address :	_____		
Occupation/Designation Father :	_____		
Nationality :	_____		

### Guardian's Information

### Contact / Cell No(s).

Guardian's Name(Capital Letters) :	_____	Residence No. :	_____
Relation with Child :	_____	Mobile No. :	_____
Occupation/Designation :	_____		
CNIC :	_____		
Mailing Address :	_____		
Permanent Address :	_____		
Occupation/Designation :	_____		
Nationality :	_____		

(Parents/Guardian)

## FOR SCHOOL USE ONLY

### STUDENT ADMITTANCE INFORMATION

ADMISSION TEST RESULT	English	Mathematics	Biology/Com	Chemistry	Urdu
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent
	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average
	<input type="checkbox"/> Fail	<input type="checkbox"/> Fail	<input type="checkbox"/> Fail	<input type="checkbox"/> Fail	<input type="checkbox"/> Fail

Finalization By Head Of School :  Admitted  Not Admitted

Date of Admission	Admission No.	Registration No.	Class	Section	Roll No.

(School Head)

Tuition Fee:----- Admission Fee:----- Annual Fee:----- G.R No.:

## Terms & Conditions:

All students must ensure that they read the following terms and conditions of admission before they sign the application form.

- Admission for a course, together with the payment of the dues/required deposit, constitutes an abiding agreement on the student to follow the courses.
- The minimum entry requirement for each program as set out in the school prospectus must be followed.
- Once a student has been accepted on the course, payment of monthly fee (as prescribed in the fee structure) is required for confirmation of the admission in the respective program.
- All dues must be paid in full prior to commencement of the classes.
- All bank charges must be paid by the student.
- The school will not allow students to appear in the final exams if their attendance in class is less than 80 %. Absence through illness must be supported by a medical certificate.
- Behavior that puts other students and staff at risk or in a harmful/dangerous situation will not be tolerated and disciplinary procedures will be implemented.
- Commencement of classes is subject to obtaining viable batch of at least 10 students in the particular program. In case lesser no of students take admission, the admission of such students may apply for refund of fee.
- By signing this you are bound to school rules and regulation & disciplinary code of conduct.
- The information in the school prospectus/website is correct at the time of going to print, however, is subject to alteration.
- I give an undertaking that he/she will work hard to come up to the required standard and secure at least 60% marks in the Pre-Board/Send-up exam, failing which, he/she will not be sent as a regular student for Board Examinations.

## Leave/Early departure Policy:

Leave will be marked only if written application signed by parents is presented.

Early departure (picking up the child from school before off time) will only be allowed for genuine reasons and in this case the authorized driver or parents will have to call us before hand or fill and sign an early departure form.

Leave during exams is not permissible unless there is a genuine medical reason for which medical certificate will be required.

In case of genuine leave, the child's average marks will be counted as retest/ early test is not permissible. But for average to be counted the parent must submit written application with medical certificate. The school will retain the right of accepting and rejecting the same.

DECLARATION
I confirm that, to the best of my knowledge, the information given by me in this form is correct. I have read the School Terms & Conditions. I understand and agree to abide by the conditions and regulations set out there, which I accept as a condition of this application.

Parent's Signature

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## Discipline Policy:

Students should leave the classes for library, Break, and PT silently and in proper line. Class monitors will be made responsible to maintain discipline in the corridors.

## Rules for Students:

- No student should leave the class without the Exit Pass.
- Only one student at a time will be allowed to leave the class.
- Students should finish the lunch during break time and they should not carry eatables to the class.
- Students reaching late to the class after the assembly or break will be given warning once after that he/she will not be allowed to attend school.
- No student will be allowed to enter the school without school ID cards.
- Penalty for loss of student ID card is Rs. 200.
- If a student is absent without any prior notice to school, Rs. 100 will be charged as fine in fee voucher. However this will be waived if a formal application is submitted to the office by no later than next day.

S.No.	Nature of Misbehavior	Nature of Penalty
01.	Not wearing proper uniform	To be sent back home
02.	Not completing homework on time	Detention in break time or after school to complete homework
03.	Misbehaving with teachers and classmates	Suspension from classes
04.	Eating in class	Eatables will be taken away
05.	Going in and out of the class windows	Suspension from classes
06.	Bunking classes	Suspension from classes
07.	Causing damage to the school property	Rs. 1000/- fine will be imposed
08.	Bringing Cameras and Cell Phones in class	Confiscation. They will only be returned to the student's parents after taking fine of Rs.500/-.
09.	For not maintaining silence during examination and cheating.	Deduction of marks(in extreme cases; cancellation of paper)
10.	For littering the ground during break time.	Ground to be cleaned by such students
11.	For found guilty in possession of tobacco, suparis.	Admission will be cancelled.
12.	For using abusive language.	Suspension for one day.

## School Uniform:

- All students must wear proper uniform with proper shoes, belt and tie.
- Fancy watches, colour hair bands, earrings and make-up is/are not allowed.
- Personal cleanliness will be checked by the prefects.
- Hand nails should be well taken care of.
- Proper haircut is necessary for boys.
- Warning will be issued twice; students will be terminated on third warning.

### DECLARATION

I confirm that, to the best of my knowledge, the information given by me in this form is correct. I have read the Discipline Policy. I understand and agree to abide by the conditions and regulations set out there, which I accept as a condition of this application.

- ❖ **NOTE: Prior appointment is mandatory for meetings other than scheduled PTM during 11:00 am to 11:30 am only.**

Applicant's Signature

## Fee Policy:

All students, parents and guardians must observe the following rules and regulations as outlined in this Policy  
Note regarding Tuition and Fees.

Tuition and fees, payable in Pak Rupees, for the Academic year is as follows:

1. A one-time Admission fee (non-refundable) will be paid by all new students in full at the Time of admission. Student ID card and Prospectus shall be payable at the time of admission.
2. The School Computerized student ID card shall be charged annually.
3. The Tuition fee will be payable on monthly basis in advance.
4. The Tuition Fee for examination year classes of 9<sup>th</sup>, 10<sup>th</sup>, will be payable in advance in February till the month of April. The school will give full services that matric class is entitled to.
5. For all New Admissions the Monthly Tuition fee cut-off date is 20<sup>th</sup> of every calendar month. The monthly Tuition fee for the current month shall be charged to all new admissions Fee Bills issued before or on 20<sup>th</sup> of every calendar month.
6. Tuition fee for the full year or 12 calendar months (which includes May to August period) is to be paid in full for all existing students.
7. Monthly Tuition Fee, Admission fee, and Annual fee and all other charges as per the tuition & Fee policy are all subject to review from time to time due to inflationary pressure and are subject to increase without prior notice at any time.
8. Tuition Fee Bills are normally issued with a "DUE DATE" of 15 days. After the expiry of "DUE DATE" the Fee bill can be deposited with the late fee fine which is charged on a daily basis, till the expiry of "VALIDITY DATE" which is normally 05 days from the expiry of the "DUE DATE". After the expiry of the "VALIDITY DATE" the Fee Bill shall not be accepted at the local branch of the bank. The new Fee Bill will only be issued with an additional fine of Rs. 300/- per Fee Bill plus the late payment charges incurred till that day.
9. Students whose fees remain payable after expiry of "DUE/VALIDITY DATE" are issued periodic reminders and ultimately the 'Final' reminder', thereafter which the student's name will be struck off the school roll and a re-admission charge shall be levied.
10. Parents/Guardians defaulting on fees payment, run the risk of making their children/wards liable to being struck off the school roll.
11. The request for school leaving Certificate after completion of studies or otherwise provided that the student has paid all his/her dues and the school have no justifiable claims outstanding.
12. Fee Bills are issued latest by 24<sup>th</sup> of EACH MONTH prior to the billing month and sent home through students. It is the responsibility of the parents to inquire from the School's office if they have not received the Fee Bill by the 1<sup>st</sup> of the billing month. All dues are paid directly to the Lahore School System specified branch of a local bank. The payment 'due date' and the fee bill 'validity date' is marked on the Fee Bill, and late-fee is collected by the Bank at the time of payment.

**NOTE:** The late payment charges will not be waived nor reduced in any circumstances.

13. Admission Fee and Annual Fee is non-refundable under any circumstances. For students leaving mid-term, balance payment of tuition fee is not refundable. No refunds for any payments will be made if student is suspended on disciplinary grounds or the student is found in breach of the student code of conduct, and parent or guardian will be liable for paying up for any damages caused to the School property as per the student disciplinary procedure and/or as determined by the School management.

14. For returning students, all previous dues including any fines must have been cleared. Non-payment or underpayment of dues may result in suspension of enrolment, refusal to board exam registration, refusal to re-register and/or withholding of student records.

15. The Lahore School System reserves the right to hold student's progress reports, transcripts, Examination entries, school leaving and other certificates if the dues have not been cleared.

16. All parents and guardians responsible for guaranteeing payment of School dues will read and sign an undertaking for compliance with the LSS policies. The School reserves the right to revise and make alterations to its policies, rules and fees at any point in time WITHOUT further notice.

17. All Fees must be paid in full as cleared funds by the Due date as specified on the Fee Bill. Thereafter, late payment charges shall be levied by the designated Bank as per the Tuition & Fee Policy.

18. There will be no concession or fees waiver for the period that a child may have stayed away from school, due to illness, social commitments, visit abroad or for any other reason.

19. If the school is closed due to emergency, war, epidemic, floods, and earthquake or for any other reason on National, Provisional, District or Federal Government order for any length of time, parent / guardians shall pay the fees with regularity by 10th of each month. The salaries to the teaching staff, Faculty, administrative and support staff etc. Have to be paid during the closed period.

20. There is late payment charge to be levied on Fee Bill by the Bank if the Fee is late by the Due Date as specified on the Fee Bill.

21. If you are paying school fee via online banking, then send us a copy of receipt/ screenshot as proof of payment along with fee voucher of your child.

#### **LATE PAYMENT CHARGES**

**Rs. 50/-** per day after the expiration of due date till the validity date.

**Rs. 300/-** for issuance of new fee bill after the expiration of the 'validity date' plus the late payment charges.

- **Parents are requested to cooperate with administration by full filling the discipline policy with understanding.**

DECLARATION
I confirm that, to the best of my knowledge, the information given by me in this form is correct. I have read the Tuition Fee Policy. I understand and agree to abide by the conditions and regulations set out there, which I accept as a condition of this application.

Applicant's Signature

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