



ACE International Academy

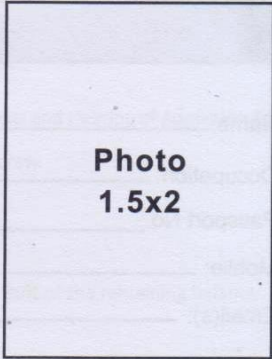
Academic Creative Excellence



Admission Form

Student's Details

First Name: _____ **Middle Name** _____
Last Name: _____ **Gender:** Male Female
Nationality: _____ **Date of Birth: (DD/MM/YYYY):** _____
E-mail: _____ **Place of Birth:** _____
Mobile SMS Alerts No. _____ **Passport No:** _____



Address: _____

Grade Applied for (check box)

Play Group	FS1	FS2	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Pre IGCSE I	Pre IGCSE II	Pre IGCSE III	IGCSE I	IGCSE II	AS-Level	A 2 Level

Sibling Information (Studying at ACE)

Sibling Name:	Grade:	Section:
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

School History: (Please complete the entire school history)

Name of School <small>(Begin with most recent)</small>	Joining Date	Leaving Date	Grade	Reason for Leaving
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____

1. Has your child (please check): **Passed** **Failed** **Repeated** his/her previous school year? If repeated, please indicate grade level and give a brief explanation: _____

2. Has your child ever been evaluated in or out of the school for learning or behavioral problems/special need? If so, please include details and specific testing information: _____

3. Has your child ever received remediation for specific learning problems in any of the previous schools? If yes, please give details: _____

Where did you hear about the school? (Sibling already at ACE/ through friend / internet / other, please specify): _____

Tuition Payment Information

1. First Challan Form will be issued upon submission of complete Admission Form along with necessary documents and clearing of Admission Test.
2. Security Fee is payable at the time of admission and is refundable within a period of one month after withdraw.
After one month of withdraw, claim to Security Fee refund will not be entertained.
3. Academy Fees are payable in 9 installments on or before the 7th day of each working calendar month.
4. If fee has been paid in advance and you decide to withdraw your child before the end of the academic year, 30% of the remaining balance will be withheld by the school.
5. Fee Challans are issued latest by 25th of each month prior to billing month and sent home through students. It is the responsibility of the parents/guardians to inquire from the School's office if they have not received the challan. Fine of \$20 will be charged after due date.
6. After the expiry of the "VALIDITY DATE" the Fee Bill will not be accepted at the local branch of bank. The new Fee Bill will only be issued with an additional fine of \$05 per Fee Bill plus late payment charges incurred till date.
7. Students whose fees remain payable after expiry of "DUE/VALIDITY DATE" for 1 month are issued periodic reminders and ultimately the 'Final' reminder; there after the student's name will be struck off the school roll (Compulsory Withdrawal) and outstanding dues adjusted against security deposit and re-admission charges (Admission Fee) shall be levied.
8. The ACE International Academy reserves right to hold student's progress reports/transcripts, Examination Entries, school leaving and other certificates if the dues have not been cleared.
9. All dues are paid directly to ACE International Academy designated Bank Accounts Department except for foreign currency cash which must be paid at Academy Accounts Department.
10. There will be no concession or fee 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. No freezing policy applies
11. 1 Month written notice is required for withdrawal. Failure to comply will result in one month tuition fee is being charged.

Permission for Emergency Care/Medical

I hereby give permission for emergency measures to be initiated in the case of a serious injury or illness, including ambulance transportation to a hospital, with the understanding that I will be contacted as soon as possible and will bear any expenses incurred by ACEIA

Medical

1. History of speech problems? Yes No
2. History of vision problems? Yes No
3. History of hearing problems? Yes No
4. Previous medical assessment completed? Yes No
5. Does your child suffer from any allergies? If so, please explain: _____
6. Is your child taking any medication? if so, please explain: _____
7. Please state any special medical condition related to your child" _____
8. Blood Group _____

Confidential (for Secondary Students)

- Has the student ever used illegal or dangerous drugs? Yes No
- Has the student ever used alcoholic beverages or tobacco? Yes No
- Has the student ever been expelled, dropped or suspended by any school? Yes No
- Does the student have any physical, emotional or mental handicaps which may affect his/her activities or progress? Yes No
- If so explain: _____
- Has the applicant received any type of tutoring or therapy? If so, explain: Yes No

Parental Commitment / Our Agreement Together

1. We understand that our failure to report psychiatric counseling, any prescribed programme of medication or involvement with juvenile authorities during the past three years may be a cause for immediate withdrawal.
2. We hereby invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child at home as needed.
3. We understand that assessments will be made to cover damages to school property for which our child is responsible (including breakage of windows and abuse of other personal and school property).
4. We understand that the school reserves the right to dismiss any student who does not: (a) respect and observe spiritual and/or behavioral standards and (b) cooperate in our educational goals.
5. We give permission for our child to take part in all school activities including sport and school sponsored trips away from the school premises and absolve the school from liability to us or our child because of any injury to our child at school or during any school activity.
6. I understand that my child's photo, writings, art work, or achievements could be used in ACEIA International Academy promotional material.
7. Only stationary and ACE Text books are provided to student by ACE International Academy any other general resource material will be the responsibility of the parents.
8. We agree to uphold and support the high academic standards of ACE International Academy by providing a place at home for our child to study and by giving our child encouragements in the completion of homework and assignments.
9. We recognize that for our child to make good progress in his/her work, it is essential that he/she has confidence in his/her teacher and the school. Therefore, we will do every thing in our power to see that our child respects and obeys the school staff and standards.
10. We agree to read the ACEIA rules written in the diary and will endeavor to support and uphold the principles, practices and educational policies of the academy in every way.

This statement of cooperation will be in effect for as long as my child attends **ACE International Academy**

Note: I hereby declare that the information I have given above is correct and accurate to the best of my knowledge. If it is later discovered that the information I have given is incorrect, my child may be asked to leave the School

Signature _____

FOR OFFICE USE

Date: _____

Admitted to Grade _____

Registration No. _____

Registration Fee: _____

Security Fee: _____

Discount % _____

Total Amount Paid _____

Admission Officer

Accounts

Manager Administration

Principal



ACE International Academy

Quality Education Provided By:

BAHRIA TOWN

Transportation Request Form

Today's Date: _____

Student's Name: _____ Date of Birth: _____

This transportation request is for the: Current Academic year Next Academic year

Home Address: _____ Ph No: _____

Transportation Needs

In order for the transportation department to provide a safe and orderly environment for your child, parents/guardians are encouraged to identify one (1) pickup and one (1) drop off location for the school year. The bus stop may or may not be located at the home address. However students will be assigned within the prescribed walking distance. Any changes must be made in writing. Thank you in advance for your support and cooperation.

Pick Up At: Home Other Child Care:

Name: _____ Ph./Cell: _____

Address: _____

Drop Off At: Home Other Child Care:

Name: _____ Ph./Cell: _____

Address: _____

Please return this form to the person registering your child

FOR OFFICE USE

Grade: _____

Reg Number: _____

Seat Available: Yes No

Vehicle No: _____

Pickup Time: _____ Departure Time: _____

Authorized by: _____ Today's Date: _____ Transport Fee: _____

Admission Officer

Manager Administration

Accounts

Principal



ACE International Academy

Collector's Card Information

STUDENT INFORMATION		
S/N	Student's Name	Grade
1		
2		
3		
4		
5		

Does your child go directly home after school?

Yes

No (Address) _____

Child is collected by:

Mother

Father

Other (Specify) (Data will be used to issue collector's card for student or students)

Relation to Child: _____
Name: _____
Mobile No: _____

Collector's Picture

Relation to Child: _____
Name: _____
Mobile No: _____

Collector's Picture

Please attach a copy of specified person's NIC.

Note: Two cards are provided by ACE, for each additional card ACE will charge Rs. 300/-

FOR OFFICE USE

verified by

Signature of Parent

Signature of Admission Officer



BAHRIA TOWN

PHASE II BAHRIA TOWN ZONE V ISLAMABAD PAKISTAN

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Email: info@aceia.edu.pk / [www: aceia.edu.pk](http://www.aceia.edu.pk)