



ADMISSION FORM

H. Maakoalhige

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Form No:

Please write in **BLOCK LETTERS** using a blue or black pen

STUDENT INFORMATION

NAME OF THE CHILD (AS IN ID CARD)

GENDER MALE: ☐ FEMALE: ☐ ID CARD NO:

PERMANENT ADDRESS: _____ ATOLL/ISLAND: _____

PRESENT ADDRESS (INCLUDING STREET NAME): _____

DATE OF BIRTH: DAY: MONTH: YEAR:

PLACE OF BIRTH: _____

AGE AT THE TIME OF ADMISSION: YEARS MONTHS

IS YOUR CHILD DIAGNOSED OR SUSPECTED FOR ANY OF THE SPECIAL NEED ISSUES? ADHD ☐ AUTISM ☐

DOWN SYNDROME ☐ SPEECH ISSUES ☐ OTHERS _____

CLASS IN WHICH ADMISSION IS REQUIRED: (PLEASE TICK)

PRE-K 18 - 24 MONTHS ☐

PLAY GROUP 2 - 3 YEAR ☐

NURSERY 3 - 4 YEARS ☐

JKG 4 - 5 YEARS ☐

SKG 5 - 6 YEARS ☐

FOR PLAY GROUP: MINIMUM AGE SHOULD BE
1+ AS ON 31st JANUARY OF THE ENROLMENT YEAR

LAST CLASS ATTENDED: _____ PREFERRED TIME: _____

NAME OF PREVIOUS SCHOOL (IF ATTENDED ANY): _____

PARENTS INFORMATION

PARENT/GUARDIAN'S NAME (AS IN ID CARD): _____

ID CARD NUMBER: _____

PERMANENT ADDRESS: _____ ATOLL/ISLAND: _____

PRESENT ADDRESS (INCLUDING STREET NAME): _____

RELATIONSHIP TO THE CHILD: _____

CONTACT NUMBER: _____ EMERGENCY CONTACT NUMBER: _____

EMAIL: _____

MOTHER'S NAME (AS IN ID CARD): _____

ID CARD NUMBER: _____

PERMANENT ADDRESS: _____ ATOLL/ISLAND: _____

PRESENT ADDRESS (INCLUDING STREET NAME): _____

WORK PLACE AND OCCUPATION: _____

EMAIL: _____ PHONE NO: _____

MARITAL STATUS OF THE PARENTS

MARRIED: ☐ DIVORCED: ☐ WIDOWED: ☐

FATHER'S NAME (AS IN ID CARD): _____

ID CARD NUMBER: _____

PERMANENT ADDRESS: _____ ATOLL/ISLAND: _____

PRESENT ADDRESS: _____

WORK PLACE AND OCCUPATION: _____

EMAIL: _____ PHONE NO: _____

TERMS AND CONDITIONS

Students are required to attend school regularly, as consistent school attendance is important in developing positive attitude towards learning from a young age.

*Parents are expected to notify the school of all student absences. If child's absence extends more than a week, it must be communicated in writing.

*The school reserves the right not to allow students attend classes if they have been absent for more than three weeks with no valid reason.

*One month's notice must be given before the withdrawal of a student and it must be communicated to school in writing.

*Parents are expected to notify the school of any changes in their contact information.

*Children's photos and videos taken during school activities may be used in school promotional materials. If parents have any objection concerning the use of their child's photos and videos, it must be communicated in writing.

SCHOOL FEE

School fees are the primary source of the school's operating budget and therefore prompt payment is necessary to ensure continuing quality of the school's programs.

* School fees, once paid, are non-refundable even if the student does not attend the school for a single day.

* The registration fee together with the first month fee are due upon **Registration, and once payment has been processed, it is also non-refundable**.

The school fees cover workbooks, handouts and other essentials required. Other necessary books and stationaries must be provided by the parent. Expenses of additional events and extra curricular activities the child participates are charged as extras.

* **All fees must be paid before 7th of every month.** The school reserves the right to charge a late collection fine from the monthly fee at the rate of 0.5% per day.

* In case of failure to pay monthly fee without an appropriate reason, the school reserves the right to terminate the student.

* July fee will be due by 7th June and must be paid along with June fee.

* A child withdrawn from school after 1st May must pay full amount for the last three months of the year.

DOCUMENTS REQUIRED WITH ADMISSION FORM

* ID card copies and originals of the child

* ID card copies and originals of the Parent/Guardian

* Vaccination card copies and originals

* A copy of leaving certificate if previously enrolled at another school. (School leaving certificate can be submitted at a later date if not available at the time of registration).

FOR OFFICE USE ONLY	
☐	Originals Verified and Returned
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Note: *Kindly, collect the original documents immediately after verification.*

The information provided in this form is true, complete and accurate and I have read and agree to abide by all the school regulations.

Parent/Guardian Name: _____ Sign: _____

Relationship to the child: _____ Date: _____

FOR OFFICE USE ONLY

FORM RECEIVED BY: _____

RECEIVED DATE: _____

ADMISSION DATE: _____

PAYMENT DETAILS: _____

CLASS: _____

INDEX: _____

REMARKS: _____