DELHI WORLD PUBLIC SCHOOL, AGARTALA

(Under the aegis of Delhi World Foundation)

CBSE AFFILIATED

Admissions 2025-26

REGISTRATION FORM

Non- transferable

Form No: 25-26 _____

For office use only Enrollment Number .....

Date of Enrollment | | | | | | | | | Enroll. Receipt No. | | | | | | |

This form, complete in all respects, should be submitted along with Registration Fee of Rs.800 only. (Rs 500 for Prospectus and Form and Rs 300 for Registration).
Forms which are incomplete will not be considered for Admission (to be filled in with Black ball point pen only by Parents/Guardian).
(Note: Applicants downloading forms from the website of DWPS, Agartala need to pay Rs 800 only for Prospectus and Form during the submission of Form).

(PLEASE FILL IN BLOCK LETTERS)

1. **Name of the pupil :** _____
(First Name) (Middle Name) (Last name)

2. **Admission sought in class** _____ 3. **Date of Birth :** | | | | | | | | | (D D M M Y Y Y Y)

Age as on 31st March, 2025: | | | | | | | | | (D D M M Y Y Y Y) **Sex: M** ☐ **F** ☐ **Blood Group:** ☐

Mother Tongue _____ **Nationality** _____ **Religion** _____

Caste: SC ☐ ST ☐ OBC ☐ General ☐

Single Parent: Yes ☐ No ☐ **Legal guardian:** Father ☐ Mother ☐
*(*Legal Document required)*

4. **Present/ Residential Address for Communication:**

House / Flat No : _____ **Street :** _____

Area: _____ **P.O :** _____

Dist: _____ **City:** _____ **State:** _____

Pin: | | | | | | | **Phone:** _____ / _____

Email Id for communication: _____

5. **Previous School Details :**

Name of the School: _____

Address: _____

_____

Dist: _____ **City:** _____ **State:** _____

Class attending / last attended: _____ **Session:** _____ **Board:** _____

Medium of Instruction: _____

Second Language: _____ **Third Language:** _____

6. **Last academic performance record: (Please put % of marks) for students seeking admission in class- I onwards.**

English	2nd language	Mathematics	Science	Social Science	EVS/Others

Please attach the photocopy of the following documents (Self attested)

Birth Certificate ☐ **Previous Class Report Card** ☐ **Immunization Card** ☐ **Medical Form (Original)** ☐

Aadhar Card (Parent's & Child) ☐ **Photograph of the child (4)** ☐ **Photograph of each Parents 2** ☐

7. Family Particulars (Father)

Name _____ Qualification _____

Occupation: Service ☐ Business ☐ Professional ☐ Others ☐

Work / Employer Details: Govt ☐ Others ☐

i) Organization Name: _____ ii) Designation : _____

iii) Annual Income: _____ iv) Office Contact Number _____

v) Email: _____ vi) Office Address: _____

_____

_____

Specimen Signature of Father

8. Family Particulars (Mother):

Name _____ Qualification _____

Occupation: Service ☐ Business ☐ Professional ☐ Others ☐

Work / Employer Details: Govt ☐ Others ☐

i) Organization Name: _____ ii) Designation : _____

iii) Annual Income: _____ iv) Office Contact Number _____

v) Email: _____ vi) Office Address: _____

_____

_____

Specimen Signature of Mother

9. Associated with (Please tick the areas where parents can contribute to the school)

Music ☐ Academic ☐ Sports ☐ Community Programme ☐ HR Training ☐

Medical ☐ Media/ PR ☐ Painting/ Sculpture ☐ Career Counselling ☐

Public speaking ☐ IT ☐

10. Details of Sibling studying in Delhi World Public School, Agartala (If any)

SL No.	Name	Class	Sec	Roll no	Enrollment no	Admission. ID No.

11. Declaration

- I/ We _____ (Father's Name) & _____ (Mother's Name) parent of _____ (Student's Name) have read all the school's rules and regulations and hereby agree to abide by the same.
- Automatic transfer to other DWPS will be not be possible due to our transfer, change of residence or other circumstances.
- In case of any discrepancy with the facts, the school authority reserves the right to cancel the Registration Form as well as the admission of the child.
- School reserves the right to issue compulsory Transfer Certificate to the child for any act of indiscipline.

Signature of Father: _____ **Signature of Mother:** _____

Name: _____ **Name:** _____

Date: _____ **Place:** _____

12. (A) : 2nd Language

(Bengali / Hindi) (Applicable for candidates from Class KG- II to Class X)

(B): 3rd Language

(Bengali / Hindi/ Sanskrit) (Applicable for candidates from Class V to Class VIII)

MEDICAL FORM

Admissions (2025 - 2026)

Enrollment Number .....

Name _____ _____ _____

First name Middle Name Last Name

Date of Birth | | | | | | | | |

D D M M Y Y Y Y

Sex: M ☐ F ☐

Admission sought in class: _____

(To be filled in by the family doctor/Pediatrician/ General Physician and submit the form at the school office along with the admission form).

1. Weight (kg): _____
2. Height: _____
3. Blood Group: _____
4. Power in case of Spectacles : ☐ L/E ☐ R/E
5. Ophthalmic problem(s) : _____
6. Dental check-up: _____
7. Orthopedic problem(s) : _____
8. Respiratory problem(s) : _____
9. Skin problem(s): _____
10. Allergies & Drug Reactions : _____
11. Metabolic (Obesity etc) : _____
12. Cardiovascular problem(s) : _____
13. Epilepsy: _____
14. Learning Disabilities : _____
15. Attention Deficit Disorder : _____
16. Genitourinary Problem(s): _____
17. Hyperactivity Disorder : _____
18. Any other CNS problem(s): _____
19. ENT problem(s): _____
20. Gastrointestinal Problem(s): _____
21. Any other problem(s): _____

NB: Please attach photocopy of Vaccination / Immunization Card

_____

Seal & Signature of the Doctor

DELHI WORLD PUBLIC SCHOOL, AGARTALA

FEE STRUCTURE (NURSERY - X) 2025 - 26

Class	Age Criteria	Class	Age Criteria
Nursery	3+	Class IV	9+
KG I	4+	Class V	10+
KG II	5+	Class VI	11+
Class I	6+	Class VII	12+
Class II	7+	Class VIII	13+
Class III	8+	Class IX	14+
		Class X	15+

Fee break Up	Type	Frequency	Applicable for	Amount	Payable
Prospectus and Registration Fee	Non-refundable	One-time	Nursery - Class X	800/-	At the time of purchase & registration
Admission Fee	Non-refundable	One-time	Nursery - Class X	30,000/-	At the time of Admission
Security Deposit	Refundable	One time	Nursery - Class X	5000/-	Once at the time of New Admission
Annual Fee	Non-refundable	Annually	**Nursery - KG II** **I – II** **III – V** **VI – VIII** **IX - X**	11,000/- 12,500/- 14,000/- 15,500/- 17,000/-	New student: At the time of Admission Existing students: On or before 10th April 2025.
Tuition Fee	Non- refundable	Quarterly	**Nursery - KG II** **I – II** **III – V** **VI – VIII** **IX - X**	11,000/ 11,600/- 12,200/- 12,800/- 13,400/-	On or Before 10th of April & subsequently by 10th of July, October and January.
Transport Fee	Non- refundable	Quarterly	People Enrolling for Transport	0 to 3km: 5250/- 3.1 to 6 km: 6000/- 6.1 to 10 km: 6750/- 10.1 to 15 km: 7500/- 15.1 km Above: 8250/-	On or Before 10th of April & subsequently by 10th of July, October and January.

SPECIAL OFFER **ANY TWO CAN BE AVAILED**

Note: Late Fine after due date Rs.50/- per day

- Sponsorship for Girl Child - "Beti Bachao, Beti Padhao" – 5000/-
- Sponsorship for Siblings 5000/-
- Early Bird Discount : 5000/-
- Make all payments from using School ERP app and avail 2 % Additional Discount.
- In case of direct UPI payment, other than ERP, no discount will be given. Also, parents will have to mail the details of the UPI payment to the school to get the fee acknowledge receipt.
- A discount of 5% will be applicable in case the entire fee payment is done at the starting of the year.

FEES & PAYMENT DETAILS

1. The amount deposited towards registration and admission for a particular year will neither be refunded nor transferred to any other year.
2. Fees once paid at the time of admission is not refundable in any case except the Security Deposit amount in case of withdrawal.
3. Fees can be deposited in advance.
4. Annual charges, tuition fees and transport fees may increase as determined by the School's management.
5. Annual fees are charged for the financial year – April to March thereafter. Annual fee is raised in advance in January of a given year and must be paid in full In advance before the commencement of the session.
6. Please ensure the full payment of the relevant quarter. All quarterly fees must be paid on or before 10th of the first month of the relevant quarter.
7. Payments are to be made in either of the following methods:

a) Bank Draft in favour of "FEES DELHI WORLD PUBLIC SCHOOL, AGARTALA" payable at Agartala.
b) Cash deposit at the selected Bank branches. c) UPI. d) ERP App.

8. No extra or less fee to be paid. In case of incorrect fee paid by parent, school will charge additional Rs.250 for inconvenience.
9. No student will be allowed to join/ remain in school unless all outstanding dues of the previous term and current year's annual fees are paid in full.

SCHOOL TIMING		
Classes Nursery to Class II	All Saturday Holiday	9:30 AM to 1:15 PM
Class III Onwards	Monday to Friday (2nd and 4th Saturdays will be working till 12:30 PM)	8:30 AM to 2:15 PM

INFORMATION REGARDING ADMISSION

Thank You for your interest in Delhi World Public School, Agartala. Please read the following rules & regulations properly before applying for admission.

GENERAL INSTRUCTION

i) The Registration form is to be filled in BLOCK LETTERS and submitted to the School Office within 3 days from the date of issue of the form otherwise school has the right to cancel the form.

ii) It is mandatory for the parents to fill-up the Registration Form themselves.

iii) Age criteria should be strictly followed. In any case, if the child's age does not match with the class he/she is seeking admission, the management holds the right to cancel Registration (Refer Age Criteria).

iv) Registration does not imply Admission, which is subject to Evaluation / Observation / Interaction and availability of seats.

v) The Registration Form is non-transferable even to the siblings and only the form issued by the school or downloaded from the school website will be considered for Registration of your child.

vi) Date of Evaluation / Observation / Interaction will be intimated during registration.

vii) Duly filled up Registration Form should be submitted to the School Office along with the following documents :

a) One Photocopy of the child's Birth Certificate given by Municipal Corporation.
b) Recent Passport Size colour photograph of the Child (4 nos) and Parents Photograph to be pasted on Registration Form.
c) Photocopy of the Mark sheet / Report Card of the last/ annual examination appeared in previous school.
d) Photocopies of the Aadhaar cards of both parents and child.
e) Photocopy of passport for foreigners is required.
f) Undertaking by parents.
g) Original Medical form.
h) Original Transfer Certificate (Class II and above) to be submitted within 30 days from the date of joining.

Note: Registration will not be carried out if any of the above papers are missing.

viii) Incomplete and illegible Registration Forms will not be accepted.

ix) The Registration Form should be complete in all respects and the information provided should be true. In case of any discrepancy with the facts, the school authority reserves the right to cancel the Registration Form as well as the admission of the child.

x) No Application of a rejected candidate will be re-accepted. If a rejected applicant applies and his/her application passes the initial screening, the application will be rejected as soon as the re-application is identified by the school authority.

ADMISSION PROCEDURE

i) Admission is open for Classes Nursery to X for the academic session 2025-26. From Class- II onwards, a student will be admitted only after submission of a Transfer Certificate from the previous school.

ii) Admission is subject to a student qualifying Evaluation /Observation/Interaction and availability of seat.

iii) For Pre-Primary admission there are no written tests or interviews. Candidates are encouraged to interact freely with the teachers and are given various toys/coloured pencils to play with.

iv) There will be Evaluation / Observation/Interaction for students seeking admission for Class I onwards.

v) No request for change of dates for Evaluation / Observation/Interaction will be entertained.

vi) Parents will be mailed the selection letter. Hardcopy can be collected from school office.

vii) The admission formalities will be intimated to the parents / guardian of the selected candidates along with the fee payment slip. The admission fees is to be deposited within the due date mentioned in the Selection Letter.

viii) The requisite documents mentioned in the Selection letter along with the photocopy of the fee slip are to be submitted within the specified date to secure admission.

ix) It is mandatory for all the students (Class II onwards) to submit the Transfer Certificate (original) and Report Card / Mark Sheet from the last school attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in a class higher than for which the Transfer Certificate shows him/her to be qualified.

x) Fees once paid at the time of admission is not refundable even if the child does not attend school in any case, except the Security Deposit. In case of withdrawal, Security Deposit (Refundable) will be refunded only when all the dues to the school are cleared.

xi) The school Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.

FOR THE CHALLENGED CANDIDATES

DWPS, Agartala encourages education for all the children. But as we are not equipped with special methodology for the challenged children, we humbly request the parents not to apply for the admission till we are equipped with such facility. If, in spite of the limitations, such children are incorporated into our system, the school cannot be held responsible in case of their lack of adaptability, deficiencies in the art of comprehension, failure to meet the required academic standards and inevitable constraints in the part of holistic development.

Note:

1. Students will not be admitted to a particular class until they have been assessed. The school reserves the right to admit the students to only those classes for which they have been found fit. Students should qualify for the class seeking admission in. The TC and marksheet from previous school should prove that the child qualifies for the class applied for.
2. Fees once paid cannot be transferred or refunded. Only Security Deposit amount is refundable, if all dues till the current quarter is cleared. Please refer to the Fees Structure section overleaf.
3. Security Deposit will only be refunded once the Parent / Guardian intimates the school in writing and applies for the Transfer Certificate / cancellation of admission for his / her ward and all dues till the current quarter is paid. The school is not liable to return the amount paid at the time of admission in any circumstances whether the student has attended the classes or not from the beginning of the season.
4. Once the new session commences, Security Deposit will only be refunded if tuition fee (and transport fee if applied for transport) up to the relevant quarter is paid, otherwise, it will be considered as forfeited. Transfer Certificate will only be issued against application for the same in requisite format, if all dues are clear. For further details please refer to the withdrawal section in the school almanac.
5. Admission does not guarantee transport facility. The school reserves the right to extend transport facility to the students on availability of seats and the stoppage requested. School's decision will be considered final.
6. Parents are requested to follow the guidelines and School's rule mentioned in the Almanac. And should periodically check the same for information & instructions provided by the school from time to time.
7. Admission will be considered complete once all formalities are completed and Transfer Certificate, previous class Marksheet & Character Certificates are submitted to the school office within the stipulated date.
8. Use of ERP is mandatory.

DELHI WORLD PUBLIC SCHOOL , AGARTALA

UNDERTAKING BY PARENTS SESSION – 20___ - 20___

We, Mr ._____& Mrs . _____ parents and natural guardian (hereinafter referred to as the Guardian , which expression shall , unless excluded by the context or the meaning thereof , shall mean to include our heirs, executors administrators and legal representatives) of Master / Miss_____ (hereinafter referred to as the ward) residing at_____ _____

Who is a student of Delhi World Public School, Agartala, having Enrollment no._____ do hereby give this undertaking, covenant and guarantee to Delhi World Public School, Agartala of Gurkhabasti VIP Road Agartala, P.O- Kunjaban, P.S-Capital Complex , Pin-799006(hereinafter referred to as Delhi World Public School), which expression shall, unless excluded by the context or the meaning thereof, shall mean to include our heirs, executors, administrators and legal representatives as follows;

1) That our ward has been duly selected for admission to Delhi World Public School, Agartala under the various terms and conditions.

2) That as a part of the terms selection of Admission to Delhi World Public School, Agartala, we execute the following undertaking and unconditionally agree on our behalf and behalf of our Ward , being his/her natural guardian to all the terms and condition as set out below :-

3) That we will abide by all the rules and regulation of the school which are enforced from time to time in Delhi World Public School, Agartala.

4) That the admission to Delhi World Public School Agartala is provisional and will be confirmed only on submission of the attested photocopy of the mark sheet and original transfer certificate from the present school (for class-II and above).

5) That the birth certificate will be supported by the hospital discharge certificate for the verification of date of birth and in case of any anomalies the school has the right to cancel the registration of the student.

6) That the Principal, can also at any time have our ward detained/repeat for reinforcement of concepts taught at that level if he/ she fails to come up to the academic standards of his / her class.

7) That we agree that once the admission is cancelled / Transfer certificate issued, Security Deposit amount would only be refunded once all dues are cleared for the current session.

8) That the Board of Management of Delhi World Public School, Agartala shall have the absolute right to change the Annual fees, Education fees and Transport fees etc. charged for imparting education and all other charges shall be accepted by us without any demur or protest.

9) That we as guardians of our ward shall be liable and pay to Delhi World Public School , Agartala regularly and promptly and whenever called upon to do so, all the fees, fines, and any other charges as may be prescribed by the Board of Management, from time to time.

10) That no fees, partial or full, shall be refunded if our ward is required to leave the school during the term-time for any reason other than medical grounds acceptable by the Principal. A doctor certificate shall support such reason for a medical ground. The school reserves the right to reject any bogus document.

11) That the school reserves the right to strike the names of my ward off the roll or stop him/her from appearing for any examinations including external examination for non-payment of fees and other dues.

12) That the information given in the admission form of our ward is true and correct to the best of our knowledge and belief. We understand that in case any information is found incorrect at any point of time, admission of our ward to Delhi World Public School, Agartala will be cancelled

13) That we understand that the school is not bound to provide transport/bus service to our ward and in case of our ward availing such facility, then the school shall try to provide buses to all the main routes of the city. The school has the right to cancel any of the bus routes if sufficient number of children are not available on that route, and in that case we will make our own arrangement to pick-up and drop our ward at the nearest bus stop of the school. In any case it will be the responsibility of the parents to drop and pick-up their wards from the predetermined bus stop on time with the Escort card.

14) That the school has a fleet of buses for carrying pupils from different places to school and from school to the different localities of their residences and the school authorities have entrusted another firm to look after the buses, and carrying of pupils and full care is taken for safety of the pupils, the school authority will not be responsible for any untoward incident or accident that may occur despite of all protective measures being taken by the school authorities. Similarly, full care is taken for the safety of pupils who use the various facilities provided by the school, but the school authorities will not be held responsible for any accident/mishap.

15)That if our ward commutes to and from the school in a Car-Pool and/or privately, it will be done totally at our risk and responsibility. The school shall at no point of time be held liable and responsible for any kind of accident, mishap or injury. Details of the same will be provided at the beginning of the session to the student.

16) That we understand that Delhi World Public School, Agartala being part of reputed chain of schools, will fulfil all the promises with respect to the infrastructural facilities, but development of certain facilities take its own time and we will cooperate with the school authorities in this regard.

17) That we understand that for the purpose of uniformity in books, dresses and other similar items and maintenance of their quality the school has authorized dealers to provide these items to our wards and it will be mandatory on our part to take items from them.

18) That in case our ward is suffering from any disease/problem that prevents him/her to take part in some games and sports activities, or otherwise, we will inform the school authorities in writing, as soon as possible, along with a medical certificate.

19) That we will inform the school authorities about any change in our home address or telephone number immediately after the change, for updating the school records. If not done school will not be held responsible for not being able to reach us in case of an emergency.

20) That we as Guardians shall attend the school as and when called upon by the Principal or members of the board of management to discuss the progress and upliftment of our ward. Only us the parents/legal guardians will be allowed to interact with the school authorities unless invited or given permission by the school authorities.

21) That placement of my ward in various sections of classes shall be at the sole discretion of the Principal.

22) The Principal may, at any time, in the interest of the school, have our ward removed, if at the Principal's sole discretion, our ward has failed to accept the discipline of the school and his/her continued presence is detrimental to the interest of other students.

23) That the board of management or the Principal of Delhi World Public School, Agartala shall not be held liable for any injury(whether mental or physical) sustained by our ward due to his/her own fault, acts of omission or negligence.

24) That the school is not responsible for any accidents that may occur in the campus, but will arrange for the first aid and if required consult the doctor for immediate attention as and when required. However, we shall not hold the Principal, board of management or the school liable to make good for any damages or reimbursement of any changes on account of any injury, fatal or otherwise which may be sustained by our ward at time during his/her stay at the school and while taking part in studies, sports or any other extracurricular activities or any other form of activity within or outside the premises of Delhi World Public School, Agartala.

25) That it is understood that all students of Delhi World Public School, Agartala are strictly forbidden from processing or using any kind of tobacco products, drugs, alcoholic beverages, pornographic materials, mobile phones, electronic gadgets, unauthorized cash, using Facebook or any other social network as a tool to malign or show disrespect towards the school. It will be dealt severely and that the school reserves the right to expel my ward at any time, including the period of the final examination if he/she is found guilty of any such offences.

26) We shall indemnify the Principal, board of management at Delhi World Public School, Agartala from any claims whatsoever from any third party, which may arise as a result of the occurrences mentioned in clause 23 above. We shall bear all the expenses which may be incurred in this regard.

27) If there is any dispute as to the effects of meaning of these presents or in any way touching or arising out of these presents. The same shall be referred to the sole arbitration of the pro-vice chairman of the Board, Delhi World Public School, Agartala and his decision shall be final. The venue of Arbitration shall be at Agartala and the courts of Tripura shall have exclusive jurisdiction to this undertaking.

28) In case of any pandemic/disaster, due to which school is going to be physically closed but is delivering the classes through any mode of medium, school has the right to do so. In case school is active virtually or physically school has the right to collect all the fees in such cases. Management will be the sole authority to decide all the norms during these times keeping the interest of the school safeguarded. All the decisions taken by the Management will be final and binding.

29) 80% attendance is mandatory in each term to sit in the exams no matter whether school is physically or virtually active.

30) Transport registration is done only once at the time of enrolling the student for the first time in the school. Automatic renewal of transportation is there every year unless and until intimated by the parents before the start of new session. In case, any parent wants to cancel the transport facility in the middle of the session, he/she needs to pay the entire transportation fees till that quarter. Also, he/she can only avail transport facility again from next session by doing a new registration.

31) That school has the right to use our ward pictures of any captured images / videos for its own promotion.

32) Section increase is indispensable to growth; hence, there will be an increase in the number of sections in relevant classes as and when required.

I/we, Parent of_____, agree to the above point.

Mother's Signature_____ Father's Signature_____

DELHI WORLD PUBLIC SCHOOL , AGARTALA

UNDERTAKING (FEE PAYMENT)

We Mr._____ & Mrs._____ parents and natural guardian of Master/ Miss_____ having Enrollment no._____ admitted in class_____ for the session_____ do hereby give this undertaking, covenant and guarantee to Delhi World Public School, Agartala as follows.

That we shall abide by the fees structure provided by the school management and shall be liable to pay to Delhi World Public School, Agartala regularly and promptly the entire fee, fines and any other as may be prescribed by the Board of Management from time to time.

That the school management has the right to increase the fees as and when required and we shall be liable to pay the same.

That we have no objection with the fee structure as laid out by the Delhi World Public School, Agartala Board of Management.

_____ Mother's Signature

Name:_____

Date:_____

_____ Father's Signature

Name:_____

Date:_____

_____ Guardian's Signature

Name:_____

Date:_____

FOR OFFICE USE

Documents submitted :

Passport size of Photographs of Student (4) ☐ Passport size of Photographs of each Parents (2) ☐

Photocopy of Birth Certificate ☐ Photocopy of Mark Sheet ☐ Medical Form(Original) ☐

Photocopy of Immunization Card ☐ Transfer Certificate (Original) ☐ Undertaking (2) ☐ Deposit Slip ☐

Photocopy of Aadhar card of the child ☐ Photocopy of Aadhar card of the Parents ☐