



## PAF Finishing School Lahore

*Toward Personal Excellence*

### ADMISSION FORM (Long Course)

#### PERSONAL INFORMATION

Name .....

Date of Birth ..... Place of Birth .....

Citizenship ..... Religion .....

Marital Status .....

Present Address .....

City ..... Country ..... Ph: .....

Permanent Address .....

City ..... Country ..... Ph: .....

E-mail .....

CNIC No .....

Qualification .....

#### FATHER / HUSBAND / GUARDIAN INFORMATION

Father/Husband/Guardian Name .....

CNIC No ..... Qualification .....

Occupation ..... Mobile No. .... Off .....

Res ..... E-mail .....

Mother's Name .....

CNIC No ..... Qualification .....

Occupation ..... Mobile No. .... Off .....

Res ..... E-mail .....

CONFIDENTIAL

**OVERSEAS STUDENT INFO**

Passport No .....Date of issue ..... Date of Expiry.....

Country of birth ..... Nationality.....

Country of Permanent Residence .....

**DOCUMENTS ATTACHED (CHECK LIST)**

- Educational Certificates
- Photographs Qty 06 (04 passport size & 02 '1x1 size')
- 03 Photocopies of CNIC of Student
- Photocopies of CNIC of parents/guardians (02 each)
- Copy of first two pages of passport (Overseas applicant only)
- Will Avail? Hostel facility

Date .....

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**(FOR OFFICE USE ONLY)**

- (a) Roll No. ....
- (b) Tuition Fee in amount..... Receipt No/Date .....
- (c) Mode of Payment .....
- (d) Cheque/Pay Order/Bank Draft No/Date .....

Accountant's Signature \_\_\_\_\_

Admin Officer's Signature \_\_\_\_\_

## **ADMISSION & DISCIPLINE POLICY**

### **1. Students Guide:** Finally selected course participants are to abide the following Rules and Regulations:

- a) Upon admission, each student will receive a non-transferable School ID card, containing necessary particulars and a photograph. Students must carry their ID cards daily. In case of loss, a duplicate card will be issued with a fine of Rs. 2000.
- b) Admission, once finalized, is non-refundable. The managing committee may, under exceptional circumstances, refund fees for deserving cases.
- c) To attain the "Successful Completion Certificate," a student's attendance must be 80%. A "Participation Certificate" will be issued for 50% attendance. Certificates can be withheld until dues are cleared.
- d) Students are responsible for damages to school/hostel property.
- e) Admission is conditional on students maintaining attendance, satisfactory performance, and achieving prescribed standards. Absences, except on medical grounds, are unacceptable. Medical leave should not exceed one week.
- f) Students and hostel residents are expected to exhibit behavior in line with Pakistani customs.
- g) Admission may be terminated for conduct breaches, including discipline, misuse of social media, drug or addiction. No fee refund upon expulsion.
- h) Incidental costs will be charged to students' accounts.
- i) The school provides first aid; routine health expenses are borne by parents/guardians.
- j) Cell phones are not allowed in class; ringing or texting may result in confiscation.
- k) Students cannot leave class during lectures, and leaving the school premises without permission is not allowed.
- l) Valuables are discouraged; the school is not responsible for missing items.

### **2. Parents' Guide:**

- a) Parents/guardians may seek appointments with the Director for discussions on their daughters'/wards'/wives' progress or issues.
- b) Coordinated visits with the school should occur before the session starts for a tour, providing insight into school activities/facilities.
- c) Students will undertake educational/field trips as part of their curriculum.

**ACKNOWLEDGEMENT**  
***(Filled by Student)***

I confirm that I have read the contents of the Rules of the PAF Finishing School for the School/Hostel and acknowledge that I agree to abide by these Rules and Regulations. I fully understand and agree that disciplinary action can be taken against me if I fail to observe the rules and regulations both expressed and implied.

Date : \_\_\_\_\_

Sign : \_\_\_\_\_

Name : \_\_\_\_\_

CNIC No. : \_\_\_\_\_

Session : \_\_\_\_\_

## **UNDERTAKING BY PARENTS / GUARDIANS PAF FINISHING SCHOOL**

1. Following rules are to be followed in true letter and spirit, no compliance of these rules may lead to termination from the course:

- (a) Harassment, offensive or derogatory remarks and forming groups of any kind are strictly prohibited.
- (b) Use of narcotics, alcohol, smoking, vaping is strictly prohibited in school and hostel area.
- (c) Fighting or any kind of physical violence may be lead expelled.
- (d) Student found in possession of any kind of weapon will be dealt severely.
- (e) Any damage to the property of school by a student will be charges accordingly.
- (f) Any students who suffer from a contagious disease / physical or psychological illness must inform at the time of admission, along with medical report.
- (g) Breach of discipline or moral values will not be tolerated.
- (h) Any student unable to meet 80% of attendance will not be able to qualify for the certificate.

### **Undertaking by Student's Parents /Husband/ Guardian**

"I, \_\_\_\_\_ parents /husband/ guardian of \_\_\_\_\_, do hereby undertake that I have read and made myself acquainted with the above-mentioned rules. I also undertake that my \_\_\_\_\_ will respect these rules; and will be terminated in case of non-compliance.

**(Parents / Guardians Signature)**

**(Admin Officer Signature)**

**(Director Signature)**