

ENROLLMENT CHECKLIST



THE
PREMIA
ACADEMY

Dear Prospective Family,

Congratulations on your child's acceptance to The Premia Academy. We're excited to have your family join our school community. The checklist below is for you to ensure that all the documents are complete and in the order presented. Please fill out one set of forms for each child you wish to enroll and return to the Admissions office. Also, retain a copy of the submitted forms for your own record.

Forms that must be submitted to complete the enrollment process:

- ☐ Enrollment Agreement
- ☐ Arrival, Dismissal & security ID Form
- ☐ Fee Policy
- ☐ Bus Transport Request form
- ☐ Student Health Record and Sports & Activity Consent Form

Other essential documents that must be submitted to complete the enrollment process:

- ☐ Copy of Passport (of parent/guardian and student if available.
A Must for foreign citizens)
- ☐ Copy of Aadhaar Card
- ☐ Copy of Immunization Records
- ☐ Copy of Proof of Residence Document
- ☐ Photos 4 nos. of student
- ☐ Photos 2 nos. per parent/guardian
- ☐ Enrollment Registration fee and Tuition Deposit.
- ☐ Original transfer certificate incase child has attended another school

Thank you again for choosing The Premia Academy and allowing us to serve your family.

Sincerely,
Admissions Department