



BROOKSIDE ACADEMY KIMARA

P.O. BOX 75829 DAR ES SALAAM

Mobile: 0764 555 222

Email: admin@brooksideacademykimara.com

Website: <https://www.brooksideacademykimara.co.tz>

Passport Photo

PUPILS' REGISTRATION FORM

1. Student Details

First Name: _____ Middle Name: _____ Family Name: _____

Date of Birth: _____ Male/Female _____ Birth Certificate No: _____

Nationality: _____ Religion: _____ Address: _____

Street: _____ House No: _____

2. Parents / Guardians Details

Father's Particulars

Name: _____ Work Place: _____ Mobile: _____

Address: _____ Town/City: _____ Country: _____

Email: _____

Mother's Particulars

Name: _____ Work Place: _____ Mobile: _____

Address: _____ Town/City: _____ Country: _____

Email: _____

Guardian's Particulars

Name: _____ Work Place: _____ Mobile: _____

Address: _____ Town/City: _____ Country: _____

Email: _____

3. Medical Information

Medical facility in case of emergency: _____

Doctor's Name: _____ Mobile: _____

Please give the details of any physical, medical or health condition of the child that the school should be aware of:

4. Entry Provision

Tick the term you are applying for:

School Terms	Quarters	Months	Specification (✓)
Term 1	Quarter 1	Jan - March	
	Quarter 2	April - June	
Term 2	Quarter 3	July - September	
	Quarter 4	October - December	

5. Fees

- Fees are payable in advance before the beginning of each term.
- Parents with more than one pupil in Brookside are eligible for a fee reduction.
- An admission fee is paid upon registration and is non-refundable.
- A written notice of pupil transfer must be presented one term in advance; the term's fee must be paid in full.
- School fees once paid are non-refundable.
- School transport is optional; charges depend on distance from school.
- Extra-curricular activities may incur a small additional charge.
- All payments are made through the bank. No cash is accepted.

6. School Regulations

General School Rules and Regulations

1. **Attendance and Punctuality:** Pupils must attend regularly and punctually. Latecomers may need to be accompanied by a parent.
2. **Behavior:** Respect for all is required. Clinging, hand-holding, and property damage are not allowed.
3. **Dress Code:** Neat, tidy, and modest appearance is expected.
4. **Academic Conduct:** Assignments and exams must be completed without cheating.
5. **School Environment:** Pupils must maintain a clean and organized environment.

Academic Regulations

6. **Assignments and Examinations:** All assessments must be completed on time.
7. **Academic Performance:** Students may be required to repeat a class if standards are not met.
8. **Cheating:** Cheating is a serious offense and may result in termination from exams.

National Policies and Context

9. **Fee-Free Education:** Introduced in 2014, it waives registration and exam fees at national level.

How Rules Are Implemented

11. **School-Specific Rules:** Schools may have additional regulations in handbooks or on websites.
12. **Parental Involvement:** Parents are expected to help enforce school rules.

7. Applicant Declaration

I hereby declare that the information provided is true and correct.

Name: _____

Signature: _____ Date: _____

8. Official Use Only

I have interviewed the pupil and am satisfied with their performance for the requested place: _____

The pupil's date of commencement: Term _____ Quarter _____

Admitted By: _____ Signature: _____ Date: _____

Payments: Fees: _____ Caution: _____

Registration: _____ Uniform: _____

Stationary: _____

Accounts Officer: _____ Signature: _____ Date: _____

Receipt Number: _____ Dated: _____

9. Attachments

- Interview results
- One passport size photo
- Copy of birth certificate
- Payment receipts for any payments made