



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

APPLICATION FOR AFFILIATION

Complete Name of the School/College: _____

On behalf of the above-named school, we request for the affiliation with Aga Khan University Examination Board (AKU-EB) to offer its Secondary and/or Higher Secondary School Certificate.

We understand that after the submission of this form, an inspection visit to the school will be arranged by AKU-EB before a final decision on the affiliation process is reached.

We confirm that:

- a. We have read the following documents available on the AKU-EB's website or sent to us via email:
- Schemes of Studies for SSC and HSSC
 - Subject specific syllabus documents
 - Disciplinary Procedures and Code of Conduct for Candidates sitting for the AKU-EB administered examinations
 - Affiliation Policies and Procedures for Affiliation
 - Teachers' Professional Development opportunities offered by AKU-EB
- b. The School's authority is aware of the schedule of fees for affiliation and examination purposes.

Declaration:

I, _____, have read and understood the information set out in this form, and confirm that all the details provided by me are truthful and accurate.

► Head of the Institution's Signature: _____ ► Date:

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Institutional Details:

Year of Establishment:

Official School Registration Number:

Head of the Institution:

Position or Job Title:

Examination Officer Name:

Examination Officer Email and Contact Number:

Address:

City:

Postal Code:

Telephone Number(s):

Fax Number:

Email Address:

School's Public Website:

Legal Status:

 Private (All profit making schools) Not for Profit (Schools not making profit such as NGO, Trust, Community, Charity, etc.)

Type of School:

 Boys Girls Co-educationalAcademic Year (*indicate month only*):

Starts:

Ends:

Age Range of Students across the School (*in years only*):

From:

To:

Language of Instruction:

 English Urdu

Total Number of Students in Different Sections:

Academic level	Number of Students	Academic level	Number of Students
Kindergarten		SSC	
Primary		HSSC	
Middle School			

Teaching Staff and Qualifications:

Qualifications	Number of Teachers
Undergraduate	
Graduate Level	
Postgraduate	
Degree in Education	
Professional Qualifications	

Teaching Time:

Number of weeks of instruction in the school year	
Number of instructional periods students receive in a week	
Duration of each instructional period (in minutes)	
Maximum number of students in a class	

Facilities Available at School: (Check all that apply)

<input type="checkbox"/> Library	<input type="checkbox"/> Computer Laboratory	<input type="checkbox"/> Internet Connection
<input type="checkbox"/> Science Laboratories	<input type="checkbox"/> Staff Room	<input type="checkbox"/> Examination Hall

Monthly Tuition Fee at the Time of Submission of this Form

Grade	Monthly Tuition Fee
IX	
X	
XI	
XII	

Is your institution currently affiliated with any exam board for SSC or HSSC? (If yes, specify)

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Which year do you expect to enter candidates for their first examination?

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Qualification Type:

Which qualification/s would you like to register for? (Check both if apply)

- Secondary School Certificate (SSC) Higher Secondary School Certificate (HSSC)

What other AKU-EB qualifications does the School currently offer or plan to offer in the future?

- Middle School Programme Secondary School Certificate Higher Secondary School Certificate

How will the School encourage students to opt for AKU-EB's Secondary/Higher Secondary School Examinations?

SSC Examinations:

Select from the following list of groups offered by AKU-EB at SSC level: (Check both if apply)

- Science Humanities

Number of expected enrolments of grade IX (SSC-I) for the next 3 years for AKU-EB examinations:

Group	Expected Enrolment in SSC-I		
	Current Year	Year 2	Year 3
Science			
Humanities			

HSSC Examinations:

Select from the following list of groups offered by AKU-EB at HSSC level: (Check all that apply)

- Science (Pre-Medical) Science (Pre-Engineering) Science (Science General)
 Commerce Humanities

Number of expected enrolments of grade XI (HSSC-I) for the next 3 years for AKU-EB Examinations:

Group	Expected Enrolment in HSSC-I		
	Current Year	Year 2	Year 3
Pre-Medical			
Pre-Engineering			
Science General			
Commerce			
Humanities			

Important Note:

Once you have completed the Affiliation Form, please enclose the following items and send it to the mailing address provided below:

- ▶ A copy of the School Registration Certificate (*issued by Government Education and Literacy Department*)
- ▶ School Inspection Fee:

- | | |
|----------------------|------------|
| 1) SSC | PKR 35,000 |
| 2) HSSC | PKR 40,000 |
| 3) SSC and HSSC both | PKR 45,000 |

Inspection Fee can be submitted in the following mode of payment:

1. Pay Order:

Beneficiary Name:	The Aga Khan University
NTN #:	1206240-5

Important note: Pay order must be in favour of "The Aga Khan University", else your application will not be processed.

2. Cash deposit at any online HBL branch:

School can deposit amount in (PKR only) at any of the branches of Habib Bank Limited (HBL) through online banking facility.

Account Title	The Aga Khan University
Account #	0896-79006003-01
Branch Code	0896
Bank Name	Habib Bank Limited
Branch Name	KARSAZ, Karachi
NTN #:	1206240-5

Important Note:

- School should mention their school name on HBL's deposit slip.
- The acknowledgement of payment given by the bank on the deposit slip (original) must be sent to AKU-EB office along with application form and documents.

Pay Order/ HBL Deposit #:

Dated:

Amount:

Mailing Address:

Completed form along with original Pay Order or HBL's Original Deposit Slip and documents to be sent to the following address.

The Aga Khan University Examination Board
Block - C, IED-PDC, 1-5/ B-VII
Federal B. Area, Karimabad
Karachi-75950, Pakistan
Tel: +92 21 3682 7011-8
Email: examination.board@aku.edu

Disclaimer:

The Aga Khan University Examination Board (AKU-EB) shall take necessary measures to ensure examinations and other activities are conducted as scheduled; however, in case of any disruption caused by circumstances beyond its control, AKU-EB reserves the right to cancel, postpone and/or delay the said examinations/activities, and reschedule them in a manner that AKU-EB may deem appropriate. That, except to the extent of rescheduling of examination/activities, AKU-EB shall not be liable in any manner for not holding the examinations/activities as scheduled for the reasons stated above.