

## **Admission Rules & Regulations-**

At the commencement of every academic year, as of now, fresh students are admitted into the school in all classes. The candidates for admission are required to bring along with them their mark sheet and TRANSFER CERTIFICATE issued by the previous school attended & PEN NO. except for pre-primary classes. Date of birth once registered will not be altered. Admission will be made on the basis of a competitive test.

The Admission Committee reserves to itself the right to refuse admission to any student without furnishing any reasons.

For withdrawal of a student from the school a calendar months' notice must be given in writing, otherwise a calendar month's fee will be charged

The school management, acting through the principal will request the withdrawal of a student who fails for two consecutive years in the same class.

### **General Admission Policy**

- Admission is open to students for the classes from pre-primary to VIII.
- Registration form is valid for one academic year only. Registration fee is non-refundable.
- Sibling's will be given preference provided a seat is vacant
- The student is required to fulfill the age criteria /equivalent grade as mentioned by the admission committee.
- Foreign nationals need to submit relevant documents as per Govt. of India rules and regulations
- Age-appropriate aptitude test/psychometric tests are administered to identify basic skills of a child in language/maths/science. These tests are administered to help the child and parent and in turn for the school to understand the child's ability.
- Children with special learning needs, abilities and challenges will be evaluated on case to case basis as per the laid standards and practices.
- In case of cancellation of admission, admission fee and school fee will not be refunded.
- A late fee of 50 INR per 10 days will be applicable, if school fees or any other dues are not paid on time

### **Admission Procedure**

- Registration to be completed by paying the Registration fee (non-refundable)
- Registration form to be legibly filled and submitted to the school office with all relevant documents.
- The schedule of the Aptitude test/Psychometric test to be conducted will be communicated while submitting the Registration form.

- Admission will be considered confirmed on receipt of Admission Fee (non-refundable), 1st instalment (non-refundable) and Security Deposit (refundable).
- Admission to be confirmed within two weeks. The school has the authority to grant the seat to someone else in case of non-communication and non-receipt of fee and documents within the stipulated time

## **List of Documents to be submitted at the time of admission**

- Current school Transfer certificate (original)
- Report Card of the previous class (photocopy)
- 35 mm x 35 mm picture of the student-4 nos
- Birth Certificate (photocopy)

## **Very Important**

- It will be the personal responsibility of the parent to inform the school in writing, if the student is undergoing any medical treatment/medical ailment/allergies etc. at the time of Registration. The school does not administer any kind of medical treatment/medication.
- We look forward for your whole hearted support and cooperation to look after your child in a better manner.