

## **INSTRUCTIONS FOR PARENTS OF STUDENTS CLEARED THE ENTRANCE/INTERVIEW**

*(Please read the instructions carefully before approaching the school office to complete the admission formalities.)*

- The parents of those students who have cleared the interview/entrance, as listed here, have to complete the admission formalities on or before **24-02-2024 (last date)** during school office hours, from **09:00am to 12:00noon**.
- Admissions have been given provisionally at present. The admission will only be confirmed once all the formalities of admissions are completed by the parents, on or before the above last date.
- **The parents have to confirm the Admission by filling the admission form and depositing the admission fee along with the first quarter fee. If admission is not confirmed by the last date (24-02-2024), the seat will be offered to the student on the waiting list.**
- **The parents of those students on the waiting list may contact the school on 23-02-2024 during office hours (10:00am to 11:30am). Admission will only be considered if seats get vacant against the non-reporting of the selected students.**
- Those students who failed to clear the interview/entrance are not eligible to re-apply for admission in this session/year. They may apply in the next session if seats are vacant.
- **The Admission form should only be filled up and signed by the parents (father or mother of the child).**
- Please bring one latest passport size photo of the child, father, mother and guardians (if any).
- The annual fee is payable for the entire 12 months of the year starting from April to March, to be paid quarterly (four installments) latest by 20<sup>th</sup> of April, July, October & January (without late fee). These four installments have to be paid on or before the last date (20<sup>th</sup>) of the due month to avoid a late fee fine. **As per rules, fees that have not been paid by the 20<sup>th</sup> will have to pay a fine of Rs. 150/- for the rest of the days of the due month and thereafter Rs.50/- per day till the same is not deposited. A late fee will never be waived-off later.**
- **The admission fee along with first quarter fee need to be deposited online only.** *An ID & password will be made available to the parents to pay the above fee online, at the time of filling up the admission form.*
- Parents need to fill a request form if conveyance/transport facility is required for their child.
- Intimation on the availability of school uniforms & books will be sent through SMS (message) later.
- New session begins from:
  - ❖ **Class Nursery - Monday, 8<sup>th</sup> April 2024**  
**Timings: Summer – 8:30am to 12:30pm (Monday to Friday)**
  - ❖ **Classes L.K.G., HKG & 1 to 9 - Tuesday, 1<sup>st</sup> April 2024**  
**Timings: Summer – 7:10am to 1:30pm (Monday to Friday) and 7:10am to 12:00Noon (Saturdays)**
- **Transfer Certificate (TC) and mark-sheet from the present school have to be submitted in the school office at the earliest. The admission will stand as provisional (not confirmed) in absence of these two documents. If not deposited, after 7 days from the day the new session begins, the provisional admission will be cancelled without further intimation.**
- **Fee once paid will not be refunded under any circumstances.**
- For any query, please contact at **9929795626** during office hours.
- In case of any problem/query related to online fee payment, parents can contact **8875430947**.