

# THE ADMISSION PROCESS

The School opens admission in October. The new academic session begins in early April. Classes are designated as follows:

Classes	Age at start of Academic Session
Pre Nursery	2+ Years
Nursery	3+ Years
LKG	4+ Years
PREP	5+ Years
I	6+ Years
II	7+ Years
III	8+ Years
IV	9+ Years
V	10+ Years
VI	11+ Years
VII	12+ Years
VIII	13+ Years
IX	14+ Years
X	15+ Years
XI	16+ Years
XII	17+ Years

Admissions are offered in Classes, subjected to the availability of seats. The lower age limit for admission in the School is 2 on 1st April of the year of joining the School in class Pre Nursery. Similarly, correlation of age and class to which admission is sought is an essential requirement. In Class XI, The school allows students to take subjects across the three streams: Humanities, Commerce and Science.

## PROCEDURE FOR REGISTRATION

An application for registration is the first stage of the admissions process. A registration fee must be sent along with the application so that the name may be registered for the year and class for which admission is sought. **The fee is neither refundable nor adjustable and it is valid only for the specified academic year. Registration is not a guarantee of his/ her admission.**

## REQUIREMENTS AT THE TIME OF REGISTRATION

- Two recent passport size photographs of the students and parent.
- The completed registration card with an attested photocopy of the student's Birth Certificate, Passport copy (if made), Aadhaar Card copy of student and parent.

## DOCUMENTS REQUIRED TO CONFIRM ADMISSION

The following documents are required as a part of the Admissions procedure for every student applying for admission:

### ➤ Original Birth Certificate

The original birth certificate must be brought to the School at the time of admission. This is returned after verification. Misrepresentation or falsification of date of birth will result in cancellation of admission forthwith.

### ➤ **Transfer Certificate**

A valid Transfer Certificate from the School last attended, issued by the Principal signature submitted on the day that the child joins School. In addition, the student is required to present the last Report Card indicating promotion to the next class, as well as proof of attendance for the previous year. Until the Transfer Certificate and other documents are received, the admission is considered as provisional.

### ➤ **Medical Certificate**

All new entrants are required to produce a medical certificate certifying that they are free from any contagious or infectious disease and are otherwise physically fit to be admitted to a residential school. The parents must fill up Health Record provided by teacher and return it as soonest. If the student is found medically unfit, the admission stands cancelled.

## **WITHDRAWAL PROCESS**

Parents are requested to give as long a month notice as possible of intended withdrawal, Students who wish to withdraw after writing the CBSE Board Examinations are charged School Fees till end March PROVIDED the letter of withdrawal is received by the 1st of January of that year. If the letter of withdrawal is received after 1st January, the student has to pay three months full fees from the date of receipt of application for withdrawal. The decision of the Principal in this respect is not open to questions.

**The School fully reserves the right of Admission and its decision in the matter is final and binding and cannot be questioned.**

## **SCHOLARSHIPS**

The School offers several Scholarships each year to deserving student. Scholarships are available on applications received from the parents and are decided on the basis of means. Scholarships cover a substantial portion of the School fees. Parents of students aspiring to join the School in the coming year may also apply for a scholarship. Scholarships are revised annually for which fresh applications need to be submitted every year on a Performa available at the School office.

Parents of students wishing to apply for a Scholarship must request for the necessary form from the School every year.

## **CONDUCT AND DISCIPLINE**

The School feels strongly that children must learn the value of discipline. Once the parents entrust their child to our care, we expect the parents and the child to follow the rules of the School.

A student found guilty of a serious breach of discipline can be summarily expelled from the School without any liability on the part of the institution and the dues paid will not be refundable.

If during the academic session, the School authorities are complicated in any litigation either by the student or by her Parent/Guardian, the School authorities reserve the right to cancel the admission of the concerned student without any prior notice, in order to maintain discipline and to safeguard the healthy atmosphere of the School from being vitiated.

**Accidents:** Although the School takes all normal precautions, it does not take any responsibility for accidents or vis major.