

ADMISSION TO PRE-SCHOOL (NURSERY)

SESSION 2023-2024

GUIDELINES FOR FILLING ONLINE REGISTRATION FORM

➤ **CHILDREN BORN BETWEEN 01 MARCH 2019 AND 30 APRIL 2020 ARE ELIGIBLE FOR ADMISSION TO PRE-SCHOOL (NURSERY)**

A. Steps for filling Registration form:

- 1) Click on <https://www.tiscampuscare.in>, and then click on Nursery Registration link to download the registration form.
- 2) Fill the Form in BLOCK LETTERS.
- 3) It is compulsory to fill all columns marked with asterisk (*).
- 4) **An incomplete registration form will be automatically rejected.**
- 5) After completing the registration form, upload the same by clicking on the **Submit button**.
- 6) This will take you to the payment gateway. Pay the registration fee of ₹ 25/-.
- 7) You can make the payment using your **Credit Card/ Debit Card/ Net Banking/ UPI**.
- 8) Once the payment is done, you will get an auto generated acknowledgement receipt mentioning the registration number, user ID and password on it. Kindly use this for all future communication.
- 9) Print the filled copy of the Form & Acknowledgement Receipt. Submit the form, along with the photocopies of the required documents (self-attested) as mentioned below, under point B in the school premises by Friday, 23 December 2022 (before 4 pm).
- 10) NO REGISTRATION form will be accepted after Friday, 23 December 2022.

B. List of Documents to be attached:

- I. Date of Birth Certificate of the Child (Affidavit will not be accepted)
- II. **Proof of residence (any two different types of proof):**
 - a. Ration Card/ Smart Card issued in the name of Parents(Mother/ Father) having the name of the child
 - b. Voter Id –Card
 - c. Passport in the name of any of the parent / child
 - d. Aadhaar Card
 - e. Phone bill (MTNL)/ Electricity Bill/ Water Bill (in the name of any of the applicants' parent)
 - f. Driving License
 - g. Registered rent agreement / Registered lease deed

In order to ensure transparency and fairness and also to stop submission of misleading and false information which may be furnished by applicants, we request you to submit any TWO of the above documents.

Please Note: Bank documents will not be accepted.

- III. Affix one passport size photograph of the child and one of each parent on the form.
- IV. Proof of **alumnus status**, any **ONE** of the following (if applicable).
 - a. Class XII Marksheet
 - b. Class XII Passing Certificate
- V. **Medical certificate and records of the child** (only for children with special needs).
You are requested to declare correct medical status vis-à-vis special needs, in the application form. This has to be accompanied by a complete medical report from a **CBSE approved Doctor / Institute**. Failure to declare correct medical status will automatically disqualify the child **EVEN IF ADMISSION HAS BEEN GRANTED**.
- VI. In case of **Guardian** please enclose the following documents:
 - a. Authorization letter by the parent (s)
 - b. An affidavit from the parents with one attested photograph of the Guardian.
 - c. Proof of residence of the Guardian (as mentioned in point no. II above)

KINDLY NOTE :

- a. Insufficient or invalid documents will lead to disqualification.
- b. You can generate the receipt only after you make the payment online of the registration fee.
- c. It is mandatory to submit the printed copy of the Online filled form, along with the required documents, in the school office, failing which registration shall stand cancelled.
- d. Verification of documents attached, will NOT be done, at the time of submission of the registration form.
- e. **Registration is NO Guarantee of Admission.**
