

## GENERAL INFORMATION

### ADMISSION RULES AND FORMALITIES

- ❖ For admission to Nursery, the child should have completed 3 years as on 31<sup>st</sup> March in the year of admission.
- ❖ Incorrect or false information will automatically disqualify the candidate.
- ❖ The registration form duly filled and received by the school office, does not guarantee admission.
- ❖ The admission procedure is to be completed within the stipulated time.
- ❖ Admission after the date specified by the office, will not be considered under any condition.

### ADMISSION

A student seeking admission is required to produce the following certificates at the time of admission.

- ❖ Birth Certificate issued by the Municipal Corporation.
- ❖ School Leaving Certificate/Transfer Certificate.
- ❖ Progress Report of the last class attended.
- ❖ Two latest passport size colour photographs.

The admission slips given by the office after completion of admission formalities, must be brought on the first day of school and handed over to the office.

### SCHOOL TIMINGS

Nur. & K.G. : 8 a.m. to 11:45 a.m. : Monday to Friday.

I to XII : 8 a.m. to 2:00 p.m. : Monday to Friday.

All Saturdays are holidays.

### WITHDRAWALS

- ❖ For withdrawal of a student from the school, a clear fee paying two months notice must be given in writing or two months fee will be charged in lieu of the notice period.
- ❖ No Transfer Certificate or Progress Report will be issued unless all dues are cleared.
- ❖ Name of the student, who remains absent without sanctioned leave for 4 consecutive days, will be struck off the rolls without intimation.

### FEE

1. Fee is payable for twelve calendar months of the year.
2. The fee is to be paid as follows:
  - a. For April, May & June by April 15.
  - b. For July, August & September by July 15.
  - c. For October, November & December by October 15.
  - d. For January, February & March by January 15.

If the fee is not paid by the 15<sup>th</sup> of April, July, Oct & Jan. for the respective quarters, a defaulter will be charged Rs20/- per day as late-fee fine.

3. Payment of fee can be made in cash at the school bank by the 15<sup>th</sup> and, by cheque by the 12<sup>th</sup> of the first month of each of the four quarters. A dishonoured cheque will invite a fine of Rs200/-.
4. Outstation cheques/drafts are not accepted.
5. School bus charges are to be paid for eleven months (July to May). One month's notice should be given before discontinuing the bus. Withdrawal from the bus will be accepted only till November of that particular year.