

## • **Registration Procedures and Rules**

- Duly filled in registration forms to be submitted to the School Office before the end of Registration period.
- Incomplete or illegible Registration Forms, without photographs, will not be processed/accepted.
- Date for interaction will be given at the time of registration. The school authorities reserve the right to change the date and time of Interaction/Aptitude Test.
- Mere issuing of form and registration does not guarantee admission, which is subject to the availability of seats among other procedures.
- Photocopy of Birth Certificate issued by Municipal Corporation or concerned civic authority must be attached with the Registration Form for Class Nursery & Prep. Photocopy of Report Card of the last exam passed must be attached with the Registration Form for Classes 1 & above. If the results have not been declared, admission will be subject to submission of the document after the results and till that time provisional admission will be granted.
- Age for admission to Class Nursery is 3 years in the academic session in which admission is taken. Age should be properly specified on the forms.

## • **Admission Procedure**

- Aptitude assessment & Interaction:
  - There will be an aptitude assessment for students seeking admission from Class I and upwards. Only those candidates who clear the assessment will be called for an interaction.
  - The result will be displayed on notice board on the dates specified at the time of interaction.
- Admission Formalities
  - Candidates, whose names are included in the list must pay the fee by the dates indicated on the list, otherwise, admission will be automatically cancelled.

- Parents are requested to carefully fill and submit the Admission Form, Transportation Form, and Medical Form at the time of fee payment.
- Birth Certificate as issued by the Municipal Corporation Local Body, along with the respective certified photostat, are mandatory documents. No other evidence, such as an affidavit, will be accepted.
  - For classes Nursery & Prep, Birth Certificate should be attached with the admission form.
  - For classes 1 and above, Birth Certificate should be attached with the transfer certificate.
- The child will be granted the student Identity Card only after all forms are duly filled and the admission formalities are completed.
- Parents are to report to the Reception Counter of the school on the dates specified in the joining instructions along with the student I-card.
- Your ward has to report in School Uniform, along with Books and Stationery as prescribed by the school.
- **Refund of Fees** - Fees once paid is NOT REFUNDABLE for any reason whatsoever.

**Disclaimer:** All the above terms & conditions are subject to amendment from time to time as per the decision of the School Management. The decision of the school management shall be final in all matters pertaining to the admission process and matters of the school.