

## REGISTRATION PROCEDURE

- Payment can be made in the school office in cash. However it is suggested that you pay online to avoid long queues.  
Enter all details in the form. Make payment and submit form.
- Take a Print out of the completed Application Form and submit it at the school reception with the Registration Fee.
- Affix a recent coloured passport size photograph of the child in the given space and also attach a recent coloured passport size family photograph on the form. Please write the Form No. and child's Name on the back of both the photographs before affixing.
- Forms will be strictly accepted only through the parents. The child may not accompany for submission.
- Bring the completed Application form with all attested and original documents for verification.  
Remember to take the Appointment Schedule after submission of documents.

## IMPORTANT INFORMATION REGARDING ADMISSION

### Eligibility Criteria (Kindergarten):

- K1 – 3 +
- K2 – 4 +
- K3 – 5 +

Admission to +1 and +2 classes

- (i) As per rules of the C.B.S.E., no student who has passed the +1 Examination from a board other than the C.B.S.E. will be admitted to +2 class.
- (ii) The students who have passed the X class Examination from the C.B.S.E. or any other board are eligible for admission to +1 class. The students of other board will have to submit the migration certificate at the time of admission.

### Date of Birth Certificate:

The original Date of Birth Certificate issued by the Municipal Corporation along with a Photostat copy duly attested must be submitted at the time of verification of the forms. The original certificate will be returned to the parents immediately after the verification.

**Proof of residence of the parents:** Submit a Photostat copy of any one of the following documents duly attested at the time of verification of the forms:

- Ration Card
- Passport
- Voter ID card
- BSNL landline telephone bill.
- Electricity Bill
- Rent Deed (If staying on Rent)

Submitting the self attested photocopy of Aadhar Card of Applicant is mandatory.

The original document will be returned to the parents immediately after the verification.

**Parents' Highest Qualification Certificates:** To be shown at the time of Verification of documents.

**Name and other particulars:** Fill in the particulars of the child (i.e. name, parents' name, date of birth) correctly. The date of birth filled in the form must tally with the one written in the D.O.B Certificate. All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE record of the candidate. No change whatsoever will be made after the admission regarding Date of Birth.

Documents to be produced along with the Application form for seeking admission in **Kindergarten**

1. Two passport size photographs of applicant
2. One passport size family photograph
3. Date of Birth Certificate (Original & Photocopy)
4. Adhaar Card of applicant (Original & Photocopy)
5. Adhaar Card of Parents (Father & Mother) or Guardian (Original & Photocopy)
6. Medical Fitness Certificate by MBBS Doctor (Original)

Documents to be produced along with the Application form for seeking admission from **Standard I onwards:**

1. Two passport size photographs of applicant
2. One passport size family photograph
3. Date of Birth Certificate (Original & Photocopy)
4. Adhaar Card of applicant (Original & Photocopy)
5. Adhaar Card of Parents (Father & Mother) or Guardian (Original & Photocopy)
6. Medical Fitness Certificate by MBBS Doctor (Original)
7. Report Card (Original & Photocopy)
8. School Leaving Certificate from previous school
9. Migration Certificate, if not from CBSE Board (Original)
10. Transfer Certificate

**Selection:** The Management of the School reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the selection of the candidate is done by the Management.

**Registration Fee:** The Registration fee of Rs.750/- is to be paid at the time of submission of Application form in the main school office.

**Rejection of Forms:** Incomplete registration forms and forms providing incorrect information will automatically stand rejected.

**Caution:** The School does not accept any donation for admission. Parents should be aware of third parties collecting money on behalf of the School and making false claims of procuring admission. If the parents enter into any transaction with such parties, they will be doing so at their own risk and the School shall not be responsible for it.

Parents whose wards are already studying in the school should submit a photo copy of the ward's result (previous class) at the time of the submission of the Acknowledgement Receipt and Application form.

**Important: You are advised to fill in only ONE online form. Duplicate Forms shall be rejected. Use proper computer setup with printer to register your child. Avoid using smart phones, tablets, I-pads to register.**