

ADMISSIONS POLICY

1. Admissions to std. 1 depend on vacancies, if any.
2. The school does not entertain anyone influencing the school authority/staff/ others, by way of any gifts, cash / kind for securing admissions. In case the school comes to know of such an act at a later date, the admission granted to the child will be immediately withdrawn, without prior notice to the parent.
3. Children joining std 1 have to produce an Original Birth Certificate & caste certificate (if applicable) in support of the date of birth and caste entered in the admission form. This must be submitted at the time of admission.
4. A new pupil who has attended a recognized school cannot be admitted without a Leaving Certificate from the school last attended.
5. A pupil seeking re-admission within three months of withdrawal must pay the entire fees of the period of absence.
6. The school Management has the absolute right over admissions.

ADMISSION WITHDRAWAL POLICY

1. All withdrawals from school should be made in writing by the parents / guardian who had signed the application at the time of admission.
2. The application has to be submitted to the School Office a month in advance for further procedure. In special cases such as sudden transfer of parents, the Principal may reduce the period of notice.
3. Admission fees once paid are non-refundable.
4. If admission is withdrawn before the term starts, 75% of fees (other than Admission Fee) paid shall be refunded.
5. Students leaving school in or after September will be charged fees till the end of March. Students leaving before September, will have to pay six months fees.
6. The LC will be ready in 7 days of the date of application. In case of pending dues, LC will not be issued until all the dues are cleared.
8. No duplicate LC will be issued unless the reason is genuine. For the duplicate LC, the parent should give in writing, an explanation regarding the loss of original certificate, along with an affidavit from a magistrate.
