

Admission Procedure

- Fill up the Registration form in all respects.
- Meet the concerned Wing in charge for admission test.
- Get your documents verified from the Administrative Office.
- Admission test shall be conducted on notified date.
- After successful result, fill the Admission-Form provided by office.
- Pay the fees at Accounts Office.
- Get textbooks and notebooks from Books Store.
- School uniforms to be purchased from authorized outlet.

Documents to be Produced

- Two Passport size Photographs of students.
- Photocopy of the Birth Certificate.
- Transfer Certificate from the school last attended (not necessary for Nursery admissions).
- Report Card/Marks Statement from the previous school for admissions to Classes I to VIII.
- Student's Health Record from Registered Doctor.
- Character certificate from the school last attended (not required for Nursery Classes).
- Location map of residence if school transportation is required.

Refund of Fee

- Fee once paid is not refundable for any reasons whatsoever.

Withdrawal Rules

- Application for withdrawal is to be made on a prescribed proforma available in the School office. No child can be withdrawn till a written request from parents is put up. A one month notice period or one month notice fee is required for withdrawal.
- Clearance must be obtained from the laboratory and library incharge before applying for withdrawal.
- Transfer Certificate will be issued after one week of the receipt of the application and clearance of all dues.