

ADMISSION PROCEDURE FOR NEW ADMISSIONS
(SESSION 2025-2026)

Dear Parents,

This is to inform you that all **Admission Formalities** of the selected candidates should be completed on **Monday, February 17, 2025 for class UKG, only for Class 1 to 9th Tuesday February 18, between 10:30 AM to 12:30 PM** only. Required materials as mentioned below are to be brought along with.

1. For the selected candidates of classes **UKG & 1**, you, dear parents, are requested to submit the **DATE OF BIRTH CERTIFICATE** of the child (with name of the child) in **ORIGINAL** by the Municipality where the child was born.
2. THE DATE OF BIRTH CERTIFICATE MUST BE LAMINATED.
3. For the selected candidates of classes **2 & 9th**, dear parents, are requested to bring the **Transfer Certificate (TC)** duly signed by the **CEO**, along with **P.E.N. (Permanent Education Number)**, if it is available with you. If not, kindly submit the **TC in the school office on or before Monday, April 28, 2025. Or Roll No will not be allotted to your child in the class.**
4. Two passport size colour photographs of the child should be submitted at the time of admission.
5. Copies of the *Aadhar* Cards of the Parents and the child (if available) & of the test report of the child's blood group must also be submitted at the time of admission.
6. Amount to be deposited at the time of admission to classes UKG to 7th is **₹15,100/-** (Rupees fifteen thousand one hundred only), and to class 8th to 9th, **₹15,250/-** (Rupees fifteen thousand two hundred fifty only) in cash, **all deposits are final and non-refundable. By depositing, you acknowledge that the amount is non-refundable.**
7. The above-mentioned amount includes Tuition Fees for the first quarter (i.e., April-June) and Annual Fees for the whole academic session (April 2025-March 2026). Fees must be paid in the school at the time of admission on Monday 17th February, & Tuesday 18, February, 2025
8. The parents of the Catholic students are requested to bring the true copy of the child's **BAPTISM CERTIFICATE & Concession Form** from their respective Parish for the admission.
9. Information regarding the books, school uniform, belt & tie will be displayed on the School notice board. Kindly arrange all the necessary things at the earliest.
10. **The child shall join the class on Monday, April 02, 2025 for the new academic session.**
11. **Reporting Time: 07: 10 AM for all the classes (for summer months).**
12. **Departure Time: During the summer months as mentioned below**

Classes UKG, 1 & 2: 01: 00 PM Classes 3, & 10: 01:30 PM

Best Wishes!!

