

ADMISSION / RENEWAL

1. Generally new admission is taken in Nursery class. Admission in other classes, depends on the availability of seat and the competence of the students who seek admission in respective classes
2. New Applicants will be placed in the class they are found fit for the same. Parents & Guardians cannot dictate the school Authority in such matter.
3. Students joining or leaving the school during any time of the year will have to pay all the fees for the whole year
4. Those who seek admission in Class-(One) and upward are required to produce
 - a) Mark-sheet of the last examination appeared / passed
 - b) Transfer certificate/Character Certificate.
5. Submission of Photo Copy of Birth Certificate at the time of Admission is mandatory.
6. Renewal of Admission is needed to be completed within first week of January of every year.

SCHOOL FEES

1. School fees cover twelve calendar months and it shall be paid before 10th of Every subsequent month, failing which a fine of Rs 5/- per day shall be levied w.e.f. 1st day of the month.
2. The school fees and other dues likely to be revised at any time
3. Pupils, whose dues are not cleared completely, will be debarred from sitting for Examinations.
4. Yearly fees including games and sports, electricity, library, examinations etc. are to be paid together with Tuition fees in the beginning of the new session.
5. School Leaving Certificate will be issued only after all the dues have been cleared and on receipt of a written application form the parents / guardianes . A fee of Rs. 100/- will be charged for a Transfer Certificate.
6. Bus fare and Computer fees are to be paid together with the tuition fees.
7. All fees will be charged for a full period of 12 months from the students regardless of Holidays and vacation.
8. All payments should be made in cash.
9. All payments should be made to the cashier/clerk against proper receipt during office hours.
10. Fees once paid is not refundable.
11. School fees comprises of Session fee Tuition fee. Bus-fare & computer fees.
12. All monthly fees are to be paid together within stipulated date However, all fees upto the month of December shall have to be cleared a week ahead of commencement of the Annual Examination .