

## General Information

School aims to promote and develop the kinesthetic, cognitive and psychomotor skills, emotional, intellectual, moral, cultural and ethical values. All these values imbued in students will make them patriotic and will develop great sense towards country.

The school commences its new academic calendar from April month of each year.

### Terms

First semester of every year begins from April and ends by September. Second semester begins from October and will end in March of each year.

### Timings

Our school's working hours are from morning 8:30 am to 3:00 am on all week days. Second and fourth Saturday's are holidays for all student of grade 1 to 10, whereas all Saturdays are holidays to preprimary section.

Pre-primary	Morning 8:30 AM to 12:30 AM
Primary (1 to 8)	Morning 8:30 AM to 3:00 AM
Secondary (9 & 10)	Morning 8:30 AM to 3:00 AM

Note: Above timings are subjected to change as per the convenience of school.

### Fees

- Parents/ guardians are requested to pay school's fees on time to ensure proper functioning and sound administration.
- Parent(s) needs to pay fees in two installments of six months each. Fees of term one should be paid on or before April 15<sup>th</sup> whereas for second term it should be paid on or before 15<sup>th</sup> October in each calendar year. Fees paid after the mentioned dates shall make parent(s)/guardians liable to pay fine of Rs. 15 per day along with the schools fees.

- Fees should be paid in school's office during working hours either by cash or cheque/demand draft/ online payment.
- Part payment of the fees is permitted on prior approval through written applications from principal or secretary of the trust.
- On no payment of fees within prescribed dates will render the ward(s) name to be struck off the rolls.
- If the fees is paid by cheque receipt will be given only after the clearance of cheque. In case if the cheque bounces the parents have to pay full fees in cash for that academic year along with the bouncing charge levied by the bank and school's penalty of Rs. 2000.

#### Admission

- Our school is open to both boys and girls seeking admission irrespective of their caste, religion, creed and social status.
- Admission for kinder garden classes begins in the month of January every year.
- Parents seeking admission for their wards need to apply in writing in the prescribed form and pay registration fees and should agree the terms and conditions of the school. The admission will be confirmed only after payment of fees and deposit money.
- A child seeking admission from different school/board has to submit her/his transfer certificate /school leaving certificate along with the admission form at the time of admission. Admission will be confirmed only after payment of deposit money, fee, admission form and T.C.
- If the child is from outside the state seeks admission than s/he needs to submit the migration certificate approved/attested by the primary/district education officer where the school issuing T.C/L.C is located.
- A child seeking admission in grade one should have a minimum age of 5.5 years and maximum age of 7 years.

- A child seeking admission in any class from an unrecognized school has to produce an affidavit for the same. Such children will be allotted to the classes they are fit for after taking their observation test.
- Principal has sole right to accept or reject the application for admission without giving any reason or whatsoever.

### Withdrawal

Withdrawals generally are not permitted during the middle of the term. In case parents are getting transferred or due to any other reason parent(s) wishes to withdraw admission of their children, then they need to inform us in writing. If the student withdraws its admission in the middle of the month or term, full fees will be charged for the month or term from the parents. In addition parents will not be entitled for the refund of deposit money. In case the withdrawal is at the end of the year or it is informed prior in writing then parents are entitled for the full refund of deposit money. The deposit money will be refunded after forty five days of application submitted along with the original receipt of deposit money. Duplicate copy of the deposit receipt will not be issued in any case. In case the deposit receipt is lost or not trace able, then parents needs to submit an affidavit stating that the receipt is not recoverable and along with that they need to pay a penalty of Rs. 500 for the same and after that the process of refund will be initiated. A child who withdraws admission in less than a year is not entitled for refund of deposit money.