# ACADEMIC YEAR 2023-24:

The admission form is available at School Admin Ofﬁce and can be collected from Mon-Sat 10:00 AM to 3:00 PM. Admissions are open at Hallmark Public School for classes Reception to Grade 9.

# PROCEDURE FORADMISSION:

Candidate should obtain the prospectus along with admission form on payment of Rs.250 (Non-refundable).

The completed form should be submitted along with the following documents:

1. Copy of the birth Certificate with name (produce the original for verification)
2. Copy of the last Progress Report from the previous school (if applicable)
3. Transfer Certiﬁcate (T.C.) with STS number of the candidate.

# INTERACTIONSCHEDULE:

* 1. Prep 1 on veriﬁcation of the admission process, the child will be admitted after interaction with both the parents.
  2. Prep 2 onwards we conduct a Competency Assessment (CA) to identify the learning needs of each individual child so that attention can be directed to him/her in a better way. The date & time of the CA will be informed to the parents after a review of the completed admission form. Subjects covered in the CA include Maths, English, & Environmental studies.
  3. Interaction Schedule: The child will be called in for an interaction, along with the parents for a better understanding of background to foster like-mindedness.
  4. Within one week of conﬁrmation of admission, the balance admission fee, ﬁrst term tuition fee, uniform & stationery fee should be paid. Tuition fee must be paid in 3 installments or for the whole year at the time of admission.

# AGE CRITERIA FOR ADMISSIONS -AS ON June 1, 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reception**  3 Years 0 Months | **Prep 1**  4 Years 0 Months | **Prep 2**  5 Years 0 Months | **Grade 1**  5 Years 6 Months | **Grade 2**  6 Years 6 Months |
| **Grade 3**  7 Years 6 Months | **Grade 4**  8 Years 6 Months | **Grade 5**  9 Years 6 Months | **Grade 6**  10 Years 6 Months | **Grade 7**  11 Years 6 Months |

1. **FEE STRUCTURE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Fee Description** | **Prep 1 and Prep 2** | **Grade1 & 2** | **Grade 3 & 4** | **Grade 5 to Grade 10** |
| a. | Application Fee | Rs. 250/- | Rs. 250/- | Rs. 250/- | Rs. 250/- |
| b. | Admission Fee  (For new admissions only) | Rs. 20,000/- | Rs. 20,000/- | Rs. 20,000/- | Rs. 20,000/- |
| c. | Maintenance Fee  (Existing students only) | Rs. 7,500/- | Rs. 7,500/- | Rs. 7,500/- | Rs. 7,500/- |
| d. | Tuition Fee Yearly | Rs. 30,000/- | Rs. 30,000/- | Rs. 30,000/- | Rs. 30,000/- |
| e. | Books (Approx.) | Rs. 5,000/- | Rs. 6,500/- | Rs. 5,000/- | Rs. 5,000/- |
| **f.** | Total (For existing students w/o books) | Rs. 37,500/- | Rs. 37,500/- | Rs. 37,500/- | Rs. 31,500/- |
| **g.** | Total (For new admissions w/o books) | Rs. 50,000/- | Rs. 50,000/- | Rs. 50,000/- | Rs. 50,000/- |

**Please Note:**

* 1. Issue of Application form does not guarantee admission.
  2. The ﬁrst-term Tuition Fee has to be paid on conﬁrmation of admission before the beginning of the academic year.
  3. Siblings will get 25% concession on admission fee.
  4. Tuition fee need to paid in 3 installments.
  5. Please note that **books and uniform fee needs to be paid separately**.