

## ADMISSION RULES

Registration for admission in Class Pre-School, Pre-Primary and class 1<sup>st</sup> is open in the month of November / December. Strictly as per the guidelines issued by Directorate of Education.

Admission in classes from 2<sup>nd</sup> onwards is made from the month of February of the preceding academic session till 31<sup>st</sup> August. No admission is made after 31<sup>st</sup> August in the current year.

## WITHDRAWAL RULES

1. A clear one month's notice or one month's fee in lieu thereof is necessary in case a parent wants school leaving certificate to withdraw his/her child from the school after the beginning of the session.
2. Transfer certificate / School leaving Certificate to the student will not be issued until all dues are settled.

## Procedure:

1. Contact School reception with written request application for withdrawal.
2. Obtain the School leaving form and fill it with correct information.
3. School leaving Certificate to the student will not be issued until all dues are settled.

### **Name Struck Off (NSO)**

The name of the student will be struck off the rolls on account of:

- i) Continued absence from school without leave application.
- ii) Any in disciplined behavior towards the School Management, Principal, Staff Members and Other students.
- iii) Non - payment of fees dues.