

St. Mary's Convent Sr. Sec. School, Jagatpura, Jaipur

New Admission for Classes II, III, IV **(Session 2022-23)**

GUIDELINES FOR ADMISSION

1. Registration form for new admission for Classes II, III, & IV will be filled only through the online mode. No form will be issued from the school office.
2. Only one application form per candidate is permitted.
3. Birth Certificate issued by Government Authority is essential for admission. No admission will be granted without a valid Birth Certificate (**Birth Certificate without name or handwritten name will not be accepted**).
4. There will be written entrance exam (English & Mathematics) for the admission. Date & time of the exam will be shared later.

Documents Required for Admission.

After the registration form is filled, the parents will be required to submit the following documents in the school office for **verification** on the specific date and time which will be informed to the parents later.

1. Photocopy of student's valid Birth Certificate.
2. Self-attested photocopy of parents' Address Proof.
3. A passport size photograph of the student.
4. A post-card size family photograph with the student sitting in the middle. If any sibling is studying this school, then include the sibling in school uniform.
5. A copy of receipt of Form Fees.
6. Photocopy of Half-Yearly Examination Mark-Sheet of the current class from the current school.
7. Transfer Certificate and photocopy of final mark-sheet from previous school to be submitted before 25th March 2022.
8. No admission will confirmed without a Valid Transfer Certificate from the previous school.

At the time of verification of documents, both parents are required to be present along with the candidate.

Decisions pertaining to the admission process are totally under the purview of the School Management. Its decision shall remain final and binding.

Fees

Form Fee (Non-Refundable) : Rs. 2000/ - (to be deposited online on the school website).

*Upon confirmation of admission, Admission Fee of **Rs. 20000/- (Non-Refundable)** will need to be paid within the stipulated time that will be informed later.*

Tuition fees and other academic fees will be informed upon confirmation of admission.

Date: 25/01/2022

Principal