

St. Cecilia's Public School (Minority)

Dated : 15.02.2018

Instructions for Admissions Class Nursery 2018-19 J-9/17B Rajouri Garden, New Delhi – 110027 Ph. No. 41440061/62

- A. The verification of documents, formalization of admission and deposit of dues shall be as per schedule given hereunder, during office timings from 9:00 a.m. to 12:00 noon. Applicants are requested to keep in touch with school office and extend full cooperation by adhering to the schedule given hereunder.
- B. Please note formalization of admission should be done by the dates and time given. Applicant will lose his/her lien to the seat, if the dues are not deposited by the due date, then the seat will be offered to the candidate next in the Waiting List.
- C. **Mode of Payment** : Dues are to be paid preferably by Demand Draft in favour of “**St. Cecilia's Public School**” payable at New Delhi amounting to Rs. 36450/- for Fee on account subject to final adjustment. The DD should bear the Child's Name, Parents Name and Mobile No. of Parent on the reverse or if in **Cash** please attach a list of currency details with denomination and numbers.
- D. **Verification of Documents** : Parent must bring all original documents for verification. Presence of both the parents along with the child will be appreciated.
- E. **Admission Form for the formalization of admission** :
1. Duly filled Admission form to be signed by both the parents.
 2. Paste Passport Size Recent Photographs of: Student – 3 , Father – 3, Mother – 3(on specified spaces on forms). Attach Two extra photograph of the student in an envelope with name.
 3. Paste Photograph of any other two persons with their name and relation (who picks up the student from school) for Parents Card – one each.
 4. Attach self attested photocopies of all the Original Documents, the photocopies of which were submitted with Registration Form.
- F. If required, candidates in the Waiting List will be called in due course of time.

Schedule of Admission

List of Eligible Applicants for Admission Nursery 2018-19	Date of Verification of documents in the Presence of Both the parents alongwith the child to be admitted at F-Block, Vikaspuri	Date of Payment of dues Due Date
General Seats Boys/Girls	15.02.2018 to 19.02.2018	15.02.2018 to 20.02.2018
Reserved Seats Sikh Boys/Girls	15.02.2018 to 19.02.2018	15.02.2018 to 20.02.2018

- G. **Fee Refund** : Please note in case of withdrawal fee refund (against Rs. 36450/ fee paid) will be as follows on receipt of written request from the parent with original copy of fee receipt. Refund will be paid by Cheque after 15 working days of receipt of request for withdrawal :

Date (on or by)	Amount Refund
09.03.2018	Rs. 36250/-
17.03.2018	Rs. 30550/-
31.03.2018	Rs. 24850/-
01.04.2018 onwards	Nil

PRINCIPAL