

PAWAR PUBLIC SCHOOL, CHANDIVALI
Admission for the Academic Year 2024 – 2025
Jr KG

1. Seat Availability:

- Seats available for the present admission process : 95

2. Eligibility Criteria:

- Age: All Children born between **1st July 2019 and 31st December 2020 (inclusive of both the dates) [3+ years complete as on 31st December 2024.]**
- Area: All Children residing in Chandivali, Powai, Kanjur Marg (W), Vikhroli (W), Ghatkopar (W), Marol and Saki Naka
- Siblings: Only age criteria is applicable to siblings
- Age criteria as per the Maharashtra Government Resolution No. MISC 9814/ PRA.KRA.160/S.D.1 dated 21/01/2015, 23/01/2015, 25/01/2017 and RTE - 2018 /PRA.KRA.180/S.D- 1 dated 18/09/2020 and 28/02/2022.

3. Admission Process:

- The online Admission Forms for Jr KG will be available from **Friday, 20th October 2023 10 a.m. onwards.**
- The online Admission Forms will be available to all eligible candidates on **www.ppschandivali.com** on online payment of **₹800/-** (Non-refundable).
- After filling up the online Admission Form a single PDF file will be generated containing the Administration copy and the Teacher's copy of the filled form along with the Medical History Sheet Form, the Parental Consent Form, the Undertaking and a payment receipt. Kindly download and save the Admission Form and payment receipt and print them subsequently.
- Parents of the selected candidates decided by a Lottery system will be informed via a telephone call/email.
- After confirmation of Admission the parent will receive an email from the school. Caution Money Deposit and 1st Quarter fee can be paid **Online or by Demand Draft or Pay Order.**
- The details of the procedure for Online Fee Payment by Edusprint App will be sent through the email. Fee receipt will be available online within 2-3 working days. For any technical issues while making the payment, kindly send an email on onlineadmission@ppschandivali.com or call on **9321480621** between 8 a.m. and 3 p.m.
- Parents of the selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Undertaking, Payment Receipt of Admission Form, Payment Receipt of Online Fee (Caution Money and the 1st Quarter Fee) **or** Two Demand Drafts(Caution Money and 1st Quarter Fee) and all the required documents as mentioned in point no. 6.

4. Admission Confirmation:

- Admission will be confirmed only after the payment of school fee (Online or Demand Draft or Pay Order).
- In case the fee is not paid as per the schedule, the admission will stand cancelled and the school will be free to allot the seat as per its discretion.
- **School timings for Jr KG Section which runs in two shifts:**
 - 1. Morning Shift: 7:55 a.m. to 11:15 a.m.**
 - 2. Afternoon Shift: 11:05 a.m. to 2:15 p.m.**
- **Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final and binding on all the parents.**

9. Cancellation of Admission and Refund Policy:

01. Documents to be submitted in the event of cancellation of admission:

- Parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-.

02. Cancellation of new admission before 1st April of the school academic year (school academic year starts from 1st April of every calendar year):

- Kindly note that only the Refundable Caution Money Deposit ₹30,000/- and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

03. Cancellation of new admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):

- Kindly note that the school fee paid will not be refunded except the amount of Refundable Caution Money Deposit of ₹30,000/-

04. In case, if the new admission is taken after 1st April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded except the Refundable Caution Money Deposit of ₹30,000/-

Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:

- The application for withdrawal has to be submitted **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month fee, (i.e. one month Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the month of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with **the original caution money receipt** stating the name in which the refund cheque has to be issued. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-. The amount of caution money deposit will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.

- Refund of the amount of Refundable Caution Money Deposit ₹30,000/- and the School Leaving Certificate will be issued **only to those who have cleared the dues** as mentioned by the school and the parents are requested to abide by the same.
- The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.

10. Re-Opening Day:

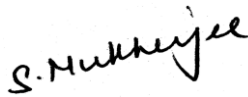
- Parents are requested to note that the school will commence its new academic session on **Wednesday, 3th April 2024**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Monday, 29th April 2024** to **Tuesday, 4th June 2024**.
- The school will reopen after the summer vacation on **Wednesday, 5th June 2024**. Attendance on the reopening day and the last working day is mandatory.

11. Special Notice:

- Priority for admission will be given to the children of the staff members and siblings.
- The school will not entertain any correspondence, discussion, telephonic or personal inquiries regarding the admission process.
- Any intervention or pressure in the normal admission process will lead to immediate disqualification of the application.
- Genuine queries may be directed to **onlineadmission@ppschandivali.com ONLY**. Information received by you from any other source may not be reliable and the school will not be responsible for the same. Parents are requested to communicate via the above e-mail address.
- The school regrets its inability to address parental inquiries on an individual basis. All information required is available on the website (www.ppschandivali.com).
- Admissions will be through **Random Selection** i.e. lottery system only and our software does not permit selective admissions.
- **Please note that the School Management does not accept donations of any kind whatsoever. Neither does the Management authorise any person to do so.**
- **The school does not reserve any seats on any grounds other than that for direct siblings.** In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of administration for suitable action.



Mr Vaibhav Pol
Admin Officer



Mrs Sarabjit Mukherjee
Chief Admin Officer



Mr Vijay Mirgal
Principal

