

**PAWAR PUBLIC SCHOOL, CHANDIVALI**  
**Admission for the Academic Year 2025 – 2026**

**1. Seat Availability:**

**Jr KG**

- Seats available for the present admission process : 95

**2. Eligibility Criteria:**

- Age: All Children born between **1<sup>st</sup> July 2020 and 31<sup>st</sup> December 2021 (inclusive of both the dates) [3+ years complete as on 31st December 2025.]**
- 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 **Tuesday, 29<sup>th</sup> October 2024 at 12 noon 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.
- **Admission will be done on first cum first serve basis.**
- There will be an informal interaction with the child along with both the parents.
- After confirmation of admission the parent will receive an email from the school. Caution Money Deposit and 1<sup>st</sup> Quarter fee can be paid **Online or by Demand Draft or Pay Order.**
- The details of the procedure for Online Fee Payment by the Edusprint App will be informed through an email. Fee receipt will be available online within 2 to 3 working days from the date of payment. For any technical issues while making the payment, kindly send an email on [onlineadmission@ppschandivali.com](mailto:onlineadmission@ppschandivali.com) or call on **9321480621** between 8:15 a.m. and 12:45 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 1<sup>st</sup> Quarter Fee) **or** Two Demand Drafts (Caution Money and 1<sup>st</sup> 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: 8 a.m. to 11 a.m.**
  2. **Afternoon Shift: 11:10 a.m. to 2:10 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.**

## 5. Admission Process for Sr KG to Grade 9:

- In case the admitted student has an older sibling seeking admission to the higher Grades, the admission will be subject to availability of seats.
- Seeking admission to higher Grades (Sr KG to Grade 9) are requested to give a written application to the school office or mail us at **onlineadmission@ppschandivali.com** mentioning the Name of the student, Date of Birth, Name of the present school, Residential Address and Contact number of the parents.

## 6. Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form:

- Self attested copy of the child's Birth Certificate in English (In case of certificates in languages other than English, please bring the original notarized certificate translated in English) along with the original for verification.

- Self attested copy of the Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission.

Any **ONE** of the following documents can be produced as a proof of residence:

- a) Passport (Recent)
- b) Electricity Bill (Recent)
- c) Telephone Bill (Recent)
- d) Unique ID (Aadhar) Card
- e) Registered Sale / Rent Agreement Copy
- f) Bank statement of the current month

**Please Note:** Ration Card **Will Not** be accepted as a proof of residence.

- **Medical Certificate** provided in the printout of the Online Admission Form has to be completely filled, signed and stamped by a Registered Medical Practitioner (M.B.B.S) only.
- Two latest colour photographs of the both parents and child properly affixed on the place provided on the printout of the Admission Form.
- A self attested copy of the Aadhaar card of the child received from the Government of India.
- Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self attested copy of the Caste Certificate in the name of the child issued by the concerned authorities.

## 7. Preference for Admission:

- Seats are reserved **ONLY** for **Direct Siblings** (upto second child) of our existing students who fall in the right age group and who have completed the application process as per the schedule given above. Cousins **Will Not** be considered as siblings.
- All other seats will be filled as per **Random Selection or Lottery System**.

## 8. Payment of Fee:

- Fee will not be accepted without submission of all the required documents.
- The fee structure for the academic year **2025–2026** is available on our school's official website i.e. [www.ppschandivali.com](http://www.ppschandivali.com)
- Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fee through **Online, Demand Drafts or Pay Orders** at the time of submission of the printouts of the Admission Form and the other documents.
- **In case of payment through Demand drafts, Two Demand Drafts** have to be submitted in favour of **Pawar Public School**
- **Caution Money Deposit: ₹50,000/- (Interest free)**  
(Out of which ₹30,000/- will be Refundable and ₹20,000/- will be Non-refundable)
- **School fee including Admission fee for the First Quarter amounting to ₹32,860/-**

## 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 1<sup>st</sup> April of the school academic year (school academic year starts from 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> April of the academic year (school academic year starts from 1<sup>st</sup> 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. Reopening Day:

- Parents are requested to note that the school will commence its new academic session on **Wednesday, 2<sup>nd</sup> April 2025**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Thursday, 1<sup>st</sup> May 2025 to Tuesday, 3<sup>rd</sup> June 2025**.
- The school will reopen after the summer vacation on **Wednesday, 4<sup>th</sup> June 2025**. 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](http://www.ppschandivali.com)).
- **Admission will be done on first cum first serve basis.**
- **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



Mr Vijay Mirgal  
Principal

