

Admission Notice for Grade 2 to 9 for the Academic Year 2021-2022

1. Those desirous of admitting their wards in Grade 2 to 9 for the academic year 2021-2022 are requested to submit the admission form online. The online candidates will be admitted based on merit and availability of seats. The parents whose wards are being admitted will be intimated to complete the admission formalities.

2. Eligibility Criteria for Admission:

Grade	Eligibility Criteria
Grade 2 to 9	Merit List based on the Entrance Test - English, Second Language (Hindi/Marathi), Mathematics - 25 marks each and passed and promoted certificate of previous Grade from previous school.

3. Admission Process: The Online Admission Forms for Grade 2 to 9 will be available from **8 a.m. on Monday, 4th January, 2021 to Friday, 15th January, 2021 till 8 p.m.** to ALL ELIGIBLE candidates on www.ppschandivali.com. The online Admission Form Fee is ₹500/- (Non - refundable).
4. After filling up the online admission form and making the payment for the form, a single PDF file will be generated and emailed containing the Administration Copy and the Teacher's Copy of the filled form along with the Medical History Sheet Form and the Parental Consent Form. A payment receipt will also be generated. Kindly download and save the Admission Form and the Payment Receipt and print them subsequently.
5. There will be an entrance exam for students seeking admission to Grade 2 to 9. The Entrance Exam will be for English, Second Language (Hindi/Marathi) and Mathematics. Each paper will be of 25 marks. The Entrance Exam will be based on the previous Grade's syllabus. Admissions to Grade 2 to 9 will be based on the performance in the Entrance Test.
6. **Details of Entrance Exam are given below:**

You will receive pdf files of the Entrance Test papers on or before **Tuesday, 19th January, 2021**. Please ensure that your ward attempts the test papers which you can scan and send it back to onlineadmission@ppschandivali.com by **Wednesday, 20th January, 2021**. You are requested to select the second language carefully as the Entrance Test papers will be sent accordingly. If you have selected the incorrect second language, then you are requested to send an email to onlineadmission@ppschandivali.com stating the admission form number and the correct second language selection.

- The syllabus for the Entrance Exam is displayed on the school website.
- Parents of candidates who clear the Entrance Exam will be informed through an email/telephone by **Friday, 5th February, 2021**.
- Parents of 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 and all the required documents for the

payment of fees. If the documents do not fulfill the eligibility criteria, the school will have the right to reject the admission.

- Admission to Grade 2 to 9 will be treated as provisional till the receipt of the original School Leaving Certificate from the previous school 30 days from the date of admission.

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

- A self-attested copy of the Birth Certificate.
- A self-attested copy of the residence proof. 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 proof of residence:
 - a. Passport (Recent)
 - b. Electricity Bill (Recent)
 - b. Telephone Bill (Land Line)
 - d. Unique I. D (Aadhar) Card
 - c. Registered Sale / Rent Agreement Copy
 - f. Bank statement for the current month

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

- A self-attested copy of the marksheet of the previous grade from the previous school. (Whichever latest marksheet of the previous grade is available).
- The **Medical Certificate** provided in the printout of Online Admission Form has to be completely filled, signed and stamped by a registered medical practitioner.
- Two latest colour photographs of the child properly affixed on the place provided on the printout of the Admission Form.
- Children who have the Aadhaar Card received from the Government of India can submit a self-attested copy of the same. If not available, please ensure to submit to the school office within 3 months after the admission.
- 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 student and issued by the concerned Municipal Authorities.

8. Payment of Fees:

- Fees will not be accepted without submission of all the required documents.
- Details of fee structure for the Academic Year 2021-2022 are displayed on the school notice board.
- Fees have to be paid through a **Demand Draft or Pay Order** only in the administration office of the school at the time of submission of the printouts of the Admission Form and the other documents.
- **Two Demand drafts** have to be submitted in favour of **Pawar Public School**
 - a. Refundable Caution Money Deposit: **₹40,000/-**
 - b. School fees including Admission fee for the First Quarter amounting to **₹22,700/-**

9. Cancellation of Admission and Refund Policy:

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

- Those 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/-.

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

- Kindly note that only the Caution Money Deposit and Fees other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fees 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.

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

- Kindly note that the school fees paid will not be refunded except the amount of Caution Money Deposit.

D. In case, if the new admission is taken after 1st April of the academic year (which 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 fees paid will not be refunded except the Caution Money Deposit. In the above mentioned circumstance, the following procedure has to be followed:

- ❖ **a.** The Application for withdrawal has to be made in writing 30 days in advance, before the actual date of withdrawal, failing which, one month's 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 months 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.
- ❖ **b.** 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).
- ❖ **c.** 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.
- ❖ **d.** Refund of the amount of Caution Money Deposit 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.
- ❖ **e.** The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.

10. School will re-open for the academic year 2021-2022 on Monday, 5th April, 2021.

11. School Timings:

GRADE 2 TO 5

Days	Timings	Reporting Time	Late Mark
Monday to Friday	8 a.m. to 2:15 p.m.	7:50 a.m.	7:55 a.m.

GRADE 6 TO 10

Days	Timings	Reporting Time	Late Mark
Monday, Wednesday and Thursday	8 a.m. to 2:15 p.m.	7:50 a.m.	7:55 a.m.
Tuesday and Friday	8 a.m. to 3:15 p.m.	7:50 a.m.	

12. **Kindly Note:**

- The School Management does not accept donation of any kind whatsoever. Neither does the Management authorize any person to do so.
- In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the administration for suitable action.
- 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 ID.

Principal

Date: 30th December, 2020