

PAWAR PUBLIC SCHOOL, CHANDIVALI
Admission for the Academic Year 2021 - 2022
Jr KG

1. Seat Availability:

- Seats Available For Present Admission Process : 40

2. Eligibility Criteria:

- Age: All children born between **1st October, 2016 and 31st December, 2017 (inclusive of both the dates) [4+ years complete as on 31st December, 2021.]**
- 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.

3. Admission Process:

- The Online Admission Forms for Jr KG will be available from 8 a.m. on **Monday, 4th January, 2021 to 8 p.m. on Friday, 15th January, 2021.**
- The Online Admission Forms will be available to all eligible candidates on **www.ppschandivali.com** on online payment of ₹500/- (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 selected candidates decided by a Lottery system will be informed via a telephone call/ email on or before **Wednesday, 27th January, 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, the Undertaking, Payment Receipt, Demand Drafts and all the required documents as mentioned in point no. 5.

4. Admission Confirmation:

- Admission will be confirmed only after the payment of school fees.
- In case the fees are 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.**

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:

- 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.

9. Re-Opening Day:

- Parents are requested to note that the school will commence its new academic session on **Monday, 5th April, 2021**. Attendance is mandatory on the opening day.
- Summer Vacation will be from **Monday, 3rd May, 2021** to **Tuesday, 1st June, 2021**.
- The School will re-open after the summer vacation on **Wednesday, 2nd June, 2021**. Attendance on the re-opening day and the last working day is mandatory.

10. Special Notice:

- Priority for admission will be given to the children of 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 ID.
- 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 donation of any kind whatsoever. Neither does the Management authorize 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.

Mrs Sarabjit Mukherjee
Chief Admin Officer

Mr Vijay Mirgal
Principal