



PAWAR PUBLIC SCHOOL

Instructions for Nursery Admissions 2022-23

Online Admission Instructions

The Application Form can be filled online with the help of the following instructions:

1. Click on the 'Admission Form' link for the Online Admission Application. (Please refer to the section "**Grade Selection for Admission Application**" mentioned below)
2. Fill out the details mentioned in the admission application form.
3. **Admission Application Form Fee of Rs. 600 is payable for each application of any grade.**
4. After filling up and submission of the online admission form, three pdf files will be generated containing :
 - a. Form Fee Receipt
 - b. Filled form with Administration Copy and the Teacher's Copy
 - c. Blank Medical History Sheet, Parental Consent Form along with undertakingsAn email will be sent with the attachments of above generated files on the 'Email for Communication' entered while filling the form. **Kindly download and save the same and print them subsequently from the mail that you received on mentioned mail ID.**
5. The required documents are given on the first page of the Admission Form.
6. Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fees by Demand Draft.
7. If the documents are not authentic and do not fulfill the eligibility criteria, the school will have the right to cancel the admission.
8. **Cancellation of Admission:**
 - Those parents who wish to cancel the admission of their ward should give a written application signed by both parents / whoever signed the admission form, seeking cancellation of admission.
 - Fees other than the Caution Money Deposit **will not** be refunded to those who seek cancellation of admission.
 - The application for withdrawal has to be accompanied by an application for the refund of caution money along with the 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.

Payment Information

For Online Fee Payment, you need to confirm payment amount and proceed further to make payment through Internet Banking. Please make sure you know your Net banking USER ID and PASSWORD.

Note: The GST is applicable only on Processing Charges.

For shortlisted candidates:

- Fees will not be accepted without submission of all the required documents.
- Fees have to be paid through a Demand Draft or Pay Order in the administration office of the school at the time of submission of the printouts of the Admission Form and the other documents. Cheques / Cash / Bank transfer is not permitted.
- Two Demand Drafts have to be submitted in favour of 'Pawar Public School' payable at Bhandup / Mumbai.
 - a. Refundable Caution Money Deposit : ₹ 45,000/-
 - b. School Fees like Admission Fee, Tution Fee for the First Quarter, Second Quarter, Term Fee and Library and Laboratory Fee etc. amounting to ₹ 35,670/-



Mrs. Suma Das
Principal

Admission Form - Instructions

List of Supporting Documents:

Please bring the following self-attested documents along with you when you come for admission.

1. Two latest colour photographs of the child properly affixed on the place provided on the printout of the Admission Form.
2. True Copy of the Birth Certificate. In case of certificates in languages other than English, please submit a notarized copy of the certificate translated in English.
3. True copy of Residence proof as mentioned below:
Residence proof should strictly be in the name of the father or the mother of the child seeking admission.
 - a. Passport (Recent)
 - b. Electricity Bill(Recent)
 - c. Telephone Bill (Land Line)
 - d. Unique I.D. (Aadhar) Card
 - e. Bank statement for the current month

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

4. **The Parental Consent Form** provided in the printout of the online Admission Form has to be completely filled and signed by the parents.
5. **The Medical Certificate** provided in the printout of the online Admission Form has to be completely filled, signed and stamped by a registered medical practitioner.
6. **The undertakings** provided in the printout has to be filled and signed as directed.
7. Parents from Reserved Category, who want the cast to be entered in the school register should submit the Caste Certificate issued by the concerned Municipal authorities in the name of the student.
8. For Jain Students, certificate from Derasar and original affidavit is required.
9. Previous year's report card if applicable.



PAWAR PUBLIC SCHOOL

Admission Process for Nursery

- **Age Criteria: All children born between 1st October 2018 and 31st December 2019. (Inclusive of both dates)**
- Seats will be reserved for **Siblings (upto 2nd child)** of our existing students who fall in the right age group and who have completed the application process as per schedule given above.
- **Cousins Will Not** be considered as siblings.
- Following this all other seats will be filled as per **Random Selection** or Lottery System.
- Higher percentage of seats will be allotted to those students residing in close proximity to the school.
- Parents are requested **Not** to consider the seat as allotted till the Admission confirmation notification is received.

Admission to Higher Grades

- Parents seeking admission to grades other than Nursery may put in their request either through letter or mail and the same will be considered against vacancies if we have any withdrawals.

Special Notice

- **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 can be directed to feedback@ppsbandup.com mail id as per the school. Information received from any other source may not be reliable and the school will not be responsible for the same.
- The school regrets its inability to address parental inquiries on an individual basis. All information required is available on the website www.ppsbandup.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. In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the school authorities for suitable action.**