

## **E. ADMISSION**

43. Candidates for admission to all classes must pass an Entrance Examination, A Transfer Certificate from the school last attended shall be presented at the time of admission to UKG and above.
44. The admission form will have to be filled in and all the preliminary fees paid on the day of admission. A valid Birth Certificate is to be submitted at the time of admission. **No change in the name and date of Birth** is permitted later.
45. Every candidate for admission must be introduced in person to the Principal by the parents.

46. The age required for admission to LKG is 4 years and above. An interaction of both the parents together with child is required.
47. (a) Guardians are expected to fill in the admission form with utmost accuracy. No subsequent change will be permitted thereafter for any reason.
- (b) There is **no automatic admission to Std. XI from Std. X**. Admission is purely based on one's performance in the school, discipline and obedience during the previous school years.

## **F. WITHDRAWAL AND EXPULSION**

48. A month's notice in writing is required before withdrawing a student from the school or a month's fees paid.
49. No school leaving certificate (T.C) will be issued unless requested in writing by the parent and all the fees and dues are cleared in full. Fees, so long as a pupil's name is on the roll, have to be paid.
50. The Principal reserves the right to take disciplinary action against the students, whose attendance is irregular, who do not pay their fees, who are habitually absent, lazy, dishonest or disobedient, who fail to make satisfactory progress in their studies or whose conduct in any way is detrimental to the discipline of the institution; of immorality, or whose sickness is prone to be contagious/ injurious to other students.
51. After taking admission in any class, if a student absents for 10 continuous days, the name will be struck off the rolls.