

ADMISSION INFORMATION SHEET 2014-15



Filling in the Registration Form

- The registration forms are to be filled in capital letters and submitted, in person, at the school (Monday to Friday- 9:00 am - 3:00 pm and Saturday- 10:00 am - 1:00 pm)
- Date for meeting will be intimated later and the same may be changed, with prior notice by the school
- Registration does not imply admission, selection will be on the basis of availability of seats
- At the time of registration of the form, processing fee (non-refundable) of ₹1000 is payable in cash
- Registration formalities need to be completed within 7 days after purchasing the form
- The following documents have to be furnished at the time of registration:
 - Duly filled and signed registration form
 - Two colour passport size photographs of the child & parents, affixed in appropriate places
 - Photocopy of the proof of residence of the parents (eg. passport / electricity bill / telephone bill / rent bill or lease agreement)
 - Photocopy of the proof of date of birth of the child (issued by Municipal Corporation or any Competent Authority)
 - Report card for the last three years from the school/schools attended (Class III upwards)
 - Students from other Schools have to submit their Transfer Certificate (Class II upwards and class I if mid term)
 - Certificate from Registered Medical Practitioner certifying the physical and mental fitness of the child
- Incomplete or illegible registration form will not be accepted
- Age criteria as given overleaf will be strictly maintained for admission upto class I
- The information mentioned should be correct. In case of any discrepancy or incorrect information the School Authorities hold the right to cancel both the registration and the admission of the child

Admission Procedure

- For admission there will be a meeting of the child and parents with the school authorities
- The admit card must be brought at the time of the meeting**
- The final list of selected students will be put up on the School Notice Board and on the Website
- Once the child is selected after the meeting, the admission fee needs to be deposited by cheque / P.O. / Demand Draft only within 7 days or else offer of admission stands cancelled. The cheque / P.O. / Demand Draft should be in favour of **Delhi Public School Newtown** payable at Kolkata.

Age criteria

Age of the candidate (as on 30th September, 2014) for eligibility of admission to a particular class

Class	Age
Nursery	3+
LKG	4+
UKG	5+
Class I	6+

School Timings

Class	Timings	Days
Nursery - Class II	8:00 am to 12:00 noon	Mon - Fri
Class III - X	8:00 am to 2:20 pm	Mon - Fri

Fee Structure

Amount payable at the time of Admission

Fee Break Up	Amount	Frequency
Admission Fee (non refundable)	₹60,000	One time
Security Deposit (refundable)*	₹10,000	One time

* Non-interest bearing

School Fees

Fee Break Up	Amount	Frequency	Payable
Annual Misc. charges	₹15,000	Annually	At the start of each academic year
Education Fee	₹2,900 per month	Quarterly	By the 10th day of every quarter
Transport Fee	₹1,600 - ₹2,000 per month (according to distance)	Quarterly	If opting for transport, 10th day of every quarter

Note :-

- The above Fees are subject to revision from time to time at the sole discretion of the School Authorities
- For fees paid after due date, a late fine will be applicable, details of which will be available in the Fee book and on the website
- In case of withdrawal of a student, TC Application Form should be submitted one month in advance to the School Authority
- If for some reason, the notice period is less than one month, tuition fee, bus fee (if applicable) in lieu thereof is to be deposited
- The Security Deposit is refundable after adjustment, if any, at the time a student finally leaves the School



Delhi Public School Newtown

Action Area 1 Block DG/3 Newtown Rajarhat Kolkata 700 156

Tel 033 3242 1993 3257 1991/92 Mobile 98306 88888 Fax 033 2706 2233

Email admission@dpsnewtownkolkata.com

Website www.dpsnewtownkolkata.com