

INDO SWISS INTERNATIONAL CONVENT SCHOOL, NAKODAR
ADMISSION POLICY SESSION 2024-25

ADMISSION PROCESS

- Admissions are open for the academic session 2024-25 for classes **Nursery to Grades IX & XI**.
- The application Form for Admissions can be or collected from the school reception after the payment of Rs 500/- as Registration fee.
- Submission of the completed application form with necessary documents and admission fee is mandatory to complete the admission process.
- On Grant of admission: Completion of the formalities including payment of fees within 2 days of the offer for admission.

ADMISSION POLICY

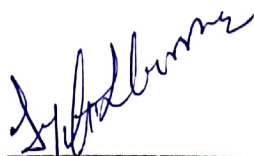
- Admission will be granted till the availability of seats on a first come first serve basis.
- There will be a student and parent interaction for those who have registered their wards.
- **For admission to Nursery to Grade II** interaction with the school Principal will guarantee admission.
- **For admission to Grade III and above** there will be written test as per dates provided by School office.

DOCUMENT REQUIRED FOR ADMISSION

- School leaving certificate (Original)
- School leaving certificate from e Punjab website (Original)
- Birth Certificate (Photostat copy)
- Passport size photograph of Father, Mother and Student
- Report card of last class passed (Photostat copy)
- Aadhaar card of Father, Mother and Student (Photostat copy)

AGE CRITERIA

CLASS	AGE
PRE-NURSERY	Above 2 yrs and up to 3 yrs as on 31 st March 2024
Nursery	3+ as on 31 st March 2024
LKG	4+ as on 31 st March 2024
UKG	5+ as on 31 st March 2024
Grade I	6 Years as on 31 st March 2024
Grade IX	13+ as on 31 st March 2024
Grade XI	15+ as on 31 st March 2024


Chairperson Sign



Document Charges

Sr. No.	Document	Charges
1.	Detailed Mark Sheet	Nil
2.	School Leaving Certificate	200/-
3.	Bonafide	200/-
4.	Migration	2000/-

Special Concession

A. Concession in admission Fee (Other School Students)

Last Date	Concession in Admission Fee	Concession in Annual fund
Upto 31/01/2024	50%	Nil
Upto 28/02/2024	30%	Nil
Upto 31/03/2024	10%	Nil

B. Full Year Fee Payment

If Parent pay full year tuition fee before 10th April 2025 than there will be one month concession in tuition fee only. Parent has to pay Tpt Charge for twelve month.

C. Sibling Concession

Second Child	Same Parent	10% Discount only in tuition Fee and Full Tpt will be charged
Third Child	Same Parent	20% Discount in tuition Fee and 20% discount in Tpt Note: If 3rd child is girl than 100% Discount in tuition fee but Full Tpt
Fourth Child	Same Parent	50 % Discount in tuition Fee and 50% discount in Tpt

D. Army Personal Concession

Special concession of 15% will be given to child of Indian Army Personal in the new admission fee as well as in tuition fee for first child.

E. Police Personal Concession

Special concession of 15% will be given to child of Police Personal in the new admission fee as well as in tuition fee for first child.

F. Father Less Children Concession

10% Concession in both Tuition fee as well as in Tpt Fee after verifying the source of income to parents

G. Staff Child Concession

Staff has to pay only 50% Tuition fee.

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Chairperson Sign.

one month.

Transport Withdrawal Provision

Child availing the Tpt facility from school can not withdraw the same in the mid of session. In case of any emergency he or she wants to withdraw than they have to inform the school office one month prior in writing. If child who has withdraw the tpt in mid of session and wants to resume it again than parent has to pay full year tpt fee.

Chairman Sign.

Sybil Sharma.

Chairperson Sign.

