



ADMISSIONS - ACADEMIC YEAR 2018-2019

ISSUE OF ADMISSION FORMS – 27th October 2017 onwards (only on working days), Timing: 9AM TO 1.00 PM

STEPS

- ✓ The application form along with Prospectus, Transportation Requisition Form and Fee structure, can be got from the school office on payment of Rs.500/-.
- ✓ Parents are requested to fill in the application forms in all aspects and return the same to the school office. Depending on the class to which admission is being sought, appropriate instructions will be given on scheduling a personal interview/entrance test for the candidate. Subjects for the Aptitude Test English, Maths and Second Language.
- ✓ Post-confirmation of a successful interview/test performance, parents are requested to pay the prescribed fee within the due date as informed by the school office. On remittance of prescribed fee to our school account, admission will be confirmed and the student will be enrolled.
- ✓ One time admission fee is applicable to all new admissions and has to be paid in full at the time of admission.

Classes	Documents to be enclosed along with the application form
NURSERY (LKG) Age criteria- 4 years as on 1 st June 2018	*Copy of birth certificate
PREPARATORY(UKG) Age criteria- 5 years as on 1 st June 2018	*Copy of caste certificate (If applicable) *Letter of consent
STANDARD I Age criteria- 6 years as on 1 st June 2018	*Copy of Birth Certificate *Copy of caste certificate (If applicable)
STANDARD II-VI	*Letter of Consent
STANDARD VII-VIII	*Transfer Certificate
STANDARD IX-X	*Latest Report Card

ADMISSIONS ARE SUBJECT TO THE FOLLOWING CONDITIONS

- Availability of seat in class/grade admission sought for.
- Processing of admissions is on first come first served basis.
- Fulfillment of all admission criteria including payment of fee as stipulated.
- The admission fee is a onetime full payment and **NON REFUNDABLE**.
- The **Annual fee** is to be paid in **two equal** installments (April and October tentatively).
- The cost of books, stationery, transport, ID card, Competitions and uniform is **NOT** included in the above prescribed fee.
- **BUS FACILITY**
- **To check the feasibility, please meet Mr. Vijay personally and kindly fill up the Transport Requisition Form attached along with the admission form.**
- Students opting for school transport have to pay the applicable fee for 12 months in two installments.
- Before paying the fee, Please confirm the suitable bus routes (pick up/drop) from the transport department.

REFUND/WITHDRAWALS - Once the child has been admitted/granted admission, refund of fee will not be entertained under any circumstances including withdrawal of enrolled students during any part of the academic year. Transfer certificate will be issued to only those students whose annual prescribed fee has been paid in total.

MODE OF PAYMENT - The school has tied up with Vijaya Bank for collection of fee. The fee could be remitted by **DD/NEFT/RTGS ONLY** and should be drawn in favour of **GOPALAN NATIONAL SCHOOL**. The challan for remittance of fee will be issued by the school office.

<u>NEFT /RTGS DETAILS</u>	<u>Details to be forwarded to</u>
BANK NAME: VIJAYA BANK BRANCH: RESIDENCY ROAD BANGALORE A/C NO: 118401011002760 PAYEE NAME: GOPALAN NATIONAL SCHOOL IFS CODE: VIJB0001184 MICR NO: 560029017 Type of A/c: S B	gnsaccts@gopalanschool.com 1. Transaction Snap Shot 2. Account Holder Name 3. Student Name & Class of Admission

SCHOOL TIMINGS

<i>Nursery & Preparatory - 8.00 a.m. to 12.00 noon.</i>
<i>Std I to X - 8.00 a.m. to 2.30 p.m.</i>

ADMISSION /TRANSPORT FEE TO BE DEPOSITED ONLY AFTER GETTING THE WRITTEN CONCURRENCE FROM THE OFFICE.