

# **TERMS & CONDITIONS**

## **LKG ADMISSION - 2023-2024**

### **IMPORTANT INFORMATION REGARDING ADMISSION TO LKG – 2023-2024**

- 1. Age Eligibility:** The candidate seeking admission to LKG in the year 2023-2024 should be born between 01/04/2019 and 31/03/2020. The candidate will **NOT** be eligible for admission if he/she is NOT within the specified age limit.
- 2. Date of Birth Certificate:** The original Date of Birth Certificate issued by the Municipal Corporation/Baptism Certificate (in case of Christian children) along with a photostat copy duly attested by a **Class A** gazetted officer must be submitted at the time of verification of the documents. **(Note: No Notary attested copy will be accepted)**
- 3. Aadhar Card Copy:** The original Aadhar card of both the parents along with a photostat copy duly attested by a Class A gazetted officer must be submitted at the time of verification of the documents.
- 4. Proof of residence of the parents:** Submit a photostat copy of any one of the following documents duly attested by a Class A gazetted, office. at the time of verification of the documents:
  - **Voter ID card**
  - **Electricity Bill**
  - **Aadhaar Card**
  - **Ration Card**
  - **Passport**
  - **Rent Deed (If staying on Rent)****Note: The original certificate will be returned to the parents immediately after the verification.**
- 5. Name and other particulars:** Fill in the particulars of the candidate correctly (i.e. name, parents' name, date of birth). **The date of birth filled in the form must tally with the one written in the D.O.B Certificate.** All names should be spelt correctly in capital letters as they will be required in all the legal papers and **CBSE** records. No changes with regard to Date of Birth whatsoever will be entertained once the admission to LKG or any subsequent classes are done.
- 6. Photographs:** The latest photograph (taken not more than a month before the date of application) of the candidate is to be uploaded in the space provided for it. Individuals photographs of the parents and a family photograph (showing the parents and the candidate) must be uploaded in the space. All the photographs should be with red background and in JPG format with size less than 20KB. Kindly bring the first two photographs at the time of the verification of documents.

7. **Rejection of Form:** A registration form is liable to be rejected incase of incomplete or incorrect information and no representation will be entertained thereafter.
8. **Regarding Enquiry:** In case you have a query or need any help, kindly call us at 9416065213/8168404731/7042399733 or email us at matamariamjansevavidyalay@gmail.com. The relevant queries will be replied as soon as possible.
9. **Registration Fee:** Rs.550/- is to be paid online and is non-refundable.
10. **Fee Structure:** For fee structure, kindly refer to the school website [www.mmjsvnarnaul@gmail.com](http://www.mmjsvnarnaul@gmail.com).
11. **Acknowledgement Receipt:** Once the online payment is done successfully, you will get an Acknowledgement Receipt in a new window stating the date and time of submission of documents. Kindly print this Acknowledgement Receipt and bring it on the date and time of the submission of documents in the School. Please retain the slip to check your ward's selection status. No selection list will be displayed in the school.
12. **In case of a single parent, the following documents will have to be furnished:**
  - Divorce: Divorce Decree.
  - Separated: Legal Separation Document
  - Widow/ Widower: Death Certificate of the spouseThe above legal documents must clearly mention the name of the custodian of the child.

**Note:**

**After reading Terms and Conditions, kindly go back to page "Guidelines for Admission".**