

## ADMISSION INFORMATION SHEET 2026-27

### Filling in the Registration Form

- Cost of Admission Form is **₹1500 ((non-refundable)**
- The registration form is to be filled in **BLOCK** letters.
- Date of 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 processing fee(**non-refundable**) of **₹1000** is to be paid.
- Registration formalities need to be completed **within 7 working days** after purchasing the form. The following documents are to be furnished at the time registration:
  1. Duly filled and signed registration form.
  2. Photograph of the child & of parents, to be uploaded in appropriate places.
  3. Proof of residence of the parents (eg. Passport /current electricity bill/House/flat Deed/ lease agreement/possession or allotment letter of flat), self-attested.
  4. Proof of date of birth of the child (issued by Municipal Corporation or any Competent Authority), self-attested.
  5. Report card for the last three years from the schools/schools attended (Class II upwards) self-attested.
  6. Students from other schools have to submit their Transfer Certificate issued by the school as well as issued by the Banglar shiksha Portal, once admission is confirmed by DPS Newtown.
  7. Medical Form to be filled by a Registered Local Medical Practitioner and uploaded at the time of Registration.
  8. Income proof of the parents (Form 16/Salary Certificate) of last 2 years, PAN Card details.
- Incomplete or illegible registration form will not be accepted.
- Age criteria as given overleaf will be strictly maintained for admission up to Class 1.
- 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.
- **Both or either of the parents should reside with the child during his/her tenure in DPS Newtown.**

### Admission Procedure

- For admission, there will be a meeting of the child and parents with the school authorities.
- The final list of selected students will be informed by the school authorities.
- Admission fee needs to be deposited **within 7 days** from the date of selection or else offer of admission stands cancelled.
- **All disputes are subject to courts having local territorial jurisdiction of the School.**

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### Age criteria

Age of the candidate (as on 1<sup>st</sup> April, 2026) 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-UKG  | 8:20 am to 12:30 pm | Mon-Fri |
| Class I & II | 8:00 am to 12:30 pm | 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) | ₹1,00,000 | One time  |
| Security Deposit(refundable)*  | ₹25,000   | One time  |

\*Non-interest bearing

### School Fees

| Fee Break Up               | Amount(Session 2025-26)                            | Frequency | Payable                                                        |
|----------------------------|----------------------------------------------------|-----------|----------------------------------------------------------------|
| Annual Maintenance Charges | ₹21,000                                            | Annually  | At the start each academic year                                |
| Education Fee*             | Nur-II: ₹6000 per month<br>III-X : ₹6200 per month | Quarterly | By the 10 <sup>th</sup> day of every quarter                   |
| Transport Fee*#            | ₹3,500-3,900 per month                             | Quarterly | If opting for transport, 10 <sup>th</sup> day of every quarter |

\*Due for Upward revision

# To opt for School Bus Service a separate Transport Registration form to be filled in and submitted at the school office.  
**Registration Fee for Bus facility is ₹500/-**

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 school almanac and 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
- ❖ In case a student takes admission in the middle of a quarter/session, the education fees/lab fees for the particular quarter needs to be paid in full

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- ❖ **Once a student starts attending classes, the Annual Maintenance Charge for the whole year has to be paid even in case of a mid-session withdrawal. Once a new session starts application for cancellation of a new admission will be considered as mid-session withdrawal.**
- ❖ **Admission fees once paid will not be refunded.** Only the security deposit will be returned in case of cancellation of admission
- ❖ **School Bus service will be made available subject to vacancy in the bus route of choice**

### **STATUTORY WARNING**

- Parents are accountable for any risk that may arise due to availing Carpool services.
- Parents are requested to monitor the vehicles & transport protocols of the Carpool service providers.
- School will not be in any way responsible for safety & security of a child availing carpool services
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