

Admission Information

The child is not eligible for the selected class if the previous class is not cleared.

Filling up the Registration Form:

1. All fields in the application form must be filled in using BLOCK LETTERS. Fields marked with red dots are mandatory. The names of the student and parent must match those on the student's Birth Certificate. For any name correction, please submit a photocopy of the student's passport or an Affidavit.
2. It is mandatory for the parents to fill out the Registration form themselves.
3. We request you to provide as much information as possible so that the school has complete details about the candidate and their parents before the Examination/Interaction/screening.
4. Begin by entering the applicant's name and then complete the other applicant information, such as date of birth, gender, nationality, etc., as specified in the application form.
5. Age criteria should be strictly maintained. In any case, if the child's age does not match the class he/she is seeking admission, the management holds the right to cancel the registration (Refer to Age Criteria). **Also, the student should be admitted to the next higher class in which he/she is presently studying and the Transfer Certificate shows him/ her to be qualified.**
6. You are required to upload essential documents, including the student's photo and birth certificate, among others. Please ensure that the following documents are submitted as soft copies at the time of application:
 - Child's Birth Certificate issued by the Municipal Corporation / any other competent Authority / Passport. Do not enclose a Birth Certificate issued by the Nursing Home/Hospital. Care must be taken to ensure that the date of birth on the Registration form tallies with that on the original Birth Certificate.
 - Stamp-size colour photographs of the child
7. Please specify whether the applicant has a single parent or both parents, and provide the details for each parent, including their name, contact number, qualifications, occupation, and any additional relevant information. If applicable, you only need to fill in the details for one parent. Additionally, please upload the necessary documents, including parents' photos and signatures, as outlined below:
 - Stamp-size colour photographs of both the parents
 - Scanned copies of both parent's signature on white paper with blue/ black penParents' identification proof would be required at the time of admission
8. If the guardian is not the candidate's mother or father, please provide the guardian's details and submit the Local Guardian Nomination Form later.
9. Include details of any siblings currently studying at the same school.
10. Please provide information about an Emergency Contact Person.
11. Kindly review the application form in the preview stage. If any corrections are needed, you may go back and edit the information.
12. All uploaded images must be in .jpeg or .jpg format and should not exceed 100 KB in size.
13. The documents that need to be uploaded can be in .pdf, .jpeg, or .jpg format, with a size limit of 100 KB.
14. Once the application form has been successfully processed online, it cannot be changed or edited.
15. The examination/observation/interaction date will be intimated within a few days after the online application. However, these may be changed, without prior notice, by the School Management without citing any cause.

16. No Application of a rejected candidate will be accepted. If a rejected applicant applies and his/her application passes the initial screening, the application will be rejected as soon as the re-application is identified by the school authority.
17. The Registration Form should be complete in all respects and the information provided should be true. In case of discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child. Registration does not imply admission, which is subject to admission tests/observation/interaction and availability of seats.
18. If your payment has been deducted but you have not received the application form or money receipt, please email us at admission@dpsmegacity.in with all relevant details after 24 hours from the transaction.

Note: Incomplete or illegible Registration Forms will not be accepted.

Admission Examination & Interaction

1. For admission to Nursery, KG-I, and KG-II there are no written tests or interviews. Candidates are encouraged to interact freely with the teachers and are given various toys/coloured pencils to play with. This test judges the mental development, physical ability and basic communication & comprehension skills. Parents' interaction will be held on the same day as of the child and both parents should be present.
2. There will be written tests for students seeking admission for Class - I onwards on the following subjects: English, Mathematics, Vernacular language (Hindi/ Bengali).
For class 9 there will be a written exam on the following subjects: English, Mathematics, Commerce or Science (physics, chemistry, biology) or History and Geography for approximately 3 hrs. for offline examination. The students have to appear in all subjects based on the Class - 8 ICSE Syllabus.
For online exams, time constraints will not be applicable.
Both copies of the Admit Card are to be brought at the time of the Admission Test / Interaction.
3. The Parent's Card is to be retained by the Parent / Guardian and must be produced to collect the child after the Admission Test / Interaction is over.
4. No request for a change of dates for the Admission Test / Interview/ Interaction will be entertained.

Selection and Admission

1. The final list of selected students will be available in the School Office.
2. The admission formalities will be intimated to the parents/guardians of the selected candidates along with the fee payment slip through the selection kit. The selection kit will be sent to the registered email ID. The admission fee is to be deposited within the due date mentioned in the selection letter and fee slips.
3. The requisite documents mentioned in the selection letter along with the photocopy of the fee payment acknowledgement receipt is required to be submitted within the specified date for securing admission. Parents may submit scanned copies of the documents through email to admission@dpsmegacity.in.
4. The following documents are required to be submitted at the time of admission after the selection
 - A medical certificate to inform the school authority of any allergy/ailment/health issue/ medical condition of the student if needs to be declared. A Photocopy of vaccination card is to be submitted at the school reception at the time of admission.
 - Photocopy of the Mark sheet / Report Card of the last annual examination that appeared in the previous school for students seeking admission to Class 2 to Class 9 and pre-board mark sheet for students seeking admission to Class 11.
 - Original Transfer certificate from the present school.
 - Photocopy of Aadhar card (parent's & child's).

- Photocopy of passport for foreigners.
- 5. It is mandatory for all students (Class 2 onwards) to submit the original Transfer Certificate and Report Card / Mark sheet from the last School attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in a class higher than that for which the Transfer Certificate shows him/ her to be qualified. The admission will be treated as provisional till the Transfer Certificate is submitted.
- 6. It is mandatory for all students (Class-2 onwards) to submit the Transfer Certificate generated from Govt. Education Portal.
- 7. The School Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.
- 8. In case of a change of board, a student seeking admission to class XI must submit a migration certificate.

NOTE:

- Admission will only be granted based on assessment for the class in which admission is sought. Students will not be admitted to a particular class until they are assessed. The school retains the right to admit students only to those classes for which they are found suitable.
- The Transfer Certificate (TC) and mark sheet from the previous school must indicate that the child meets the qualifications for the class they are applying for. Admission is finalised only after all necessary formalities are completed, including the submission of the TC, mark sheet from the previous class, and character certificate to the school office by the designated deadline. Students applying for Class 2 and above must provide a TC and report card/mark sheet from their previous school before being granted admission.
- For Class XI, the following documents are required to complete the admission process:
 - Original Transfer Certificate
 - Photocopy of the Board's Mark sheet
 - Photocopy of the Pass Certificate
 - Migration Certificate (if changing boards)
 - Character Certificate
- Admission does not guarantee transport facility. The School reserves the right to extend transport facilities to the students on the vacancy and the stoppage requested. The school's decision will be considered final.
- After their child is admitted, parents are requested to follow the guidelines and School's rules mentioned in the Almanac and should periodically check the same for information & instructions provided by the school from time to time.

FEES & BILLING

1. Fees paid at the time of admission are non-transferable and non-refundable, except for the Security Deposit amount in the event of withdrawal. Security deposit (Refundable) will be refunded only, if all dues till the current quarter are cleared. Please refer to the Fees Structure section overleaf. Quarterly Education and Transport Fees are to be paid through ECS only.
2. Tuition fees must be paid quarterly from the start of the session, regardless of the date of joining, even if the student has not attended any classes.
3. Session, education, and Transport fees may increase as determined by the School's Management.
4. The security deposit will only be refunded once the parent/guardian intimates the School in writing and apply for the Transfer Certificate/cancellation of admission for his/her ward and all dues till the current quarter is paid. **The school is not liable to return the amount paid at the time of admission in any circumstances, whether the student has attended the classes or not from the beginning of the session.**
4. Once the new session commences, the security deposit will only be refunded if the tuition fee (and transport fee if applied for transport) up to the relevant quarter is paid, otherwise, it will be considered

forfeited. Transfer Certificate will only be issued against an application in requisite format if all dues are clear. For further details, please refer to the Withdrawal section in the school almanac.

5. Annual Fees are charged for the financial year - April to March.

6. Please ensure the full payment of the relevant quarter. All quarterly fees must be paid on or before the 10th of the first month of the relevant quarter.

7. Payments are to be made in either of the following methods:

- Admission fees and Quarterly fees (Tuition & Transport) can be paid online through our online partner gateway: dpsm.campuscare.info
- PO/Bank Draft in favour of "DELHI PUBLIC SCHOOL MEGACITY, KOLKATA" payable at Kolkata. (To be submitted at selected bank branches)
- Cash deposit at the selected Bank branches.

Please note that cheques are not accepted.

8. Any "extra/excess" fee paid, queried, and found admissible, will be refunded after receipt of the application for the same from the parent.

9. No student will be allowed to join/remain in school unless all outstanding dues and the current year's annual fees are paid in full.