

# Holy Cross School, Tadong (Prospectus)

## New Admission to LKG 2022

Holy Cross School, Tadong is a Christian Minority Educational Institution established and administered by West Bengal Holy Cross Sisters society. This is a co-education English Medium School affiliated to Central Board of Secondary Education, New Delhi.

On line Admission will be opened for class LKG on October 25<sup>th</sup> 2021.

Cost of application form is Rs. 1000/-

Availing Application Form and applying does not guarantee admission to Holy Cross School.

The candidate must have completed **4 years** as on **February 2022** for admission to L.K.G. The age of the candidate for admission to LKG should be between **3 1/2 years to 4 1/2 years** as on.

Application Form must be submitted during the interview and verification of the form as per the time prescribed in the Application Form for LKG. Parents are requested to come for Interaction and Verification of documents along with the candidate for LKG according to the date and time given to them. Failure to comply will result in disqualification from the application procedure.

All the Original Documents / Certificates must be produced at the time of verification of Application Form.

It is the responsibility of the parents to see that the Application Form is complete in all respects. Incomplete applications without supportive documents or certificates will lead to rejection of Application Form. **False documents / incorrect information found at any time, even after admission, will debar the candidate from getting admission or pursuing studies in the school. Application forms without date of birth certificate will not be considered for the process.**

It is the responsibility of the parents to ensure that the details entered in the application form are correct and the parents are advised not to depend on others to fill in the application form.

The email address and mobile number entered in the application form should be of the parent of the candidate and no other. In case other email address and mobile number is entered and if there is problem with the process of application, the school does not accept any liability of it.

Anyone filling wrong information about siblings will have their application summarily rejected.

All documents submitted at any time will become the property of the school and will not be returned.

All candidates are instructed **not be make double / duplicate payments** while paying the application fee online. Neither the school nor the service providers will be responsible for double or duplicate payment. **There will be no refund for such payments.**

The payment for the application is to be done online. When you select the payment mode as Debit/Credit Card or Net banking you will be taken to the payment gateway website for online payment. In case of any link break or network failure due to which your application status is not update but amount is being deducted from your account, then **DO NOT TRY PAYING FEE AGAIN.** Kindly do not make double payment. If the payment is deducted from bank account kindly wait and do not make another payment. **The school or the service provider do not take any liability for double or repeated payments.**

After Interaction and Data Verification, Selection of the candidates for LKG will be done by a selection committee appointed by the governing body of the school.

No correspondence will be acceptable regarding selection and admission of a candidate. Any recommendation, use of influence (direct or indirect), offer of donation, etc. will lead to the cancellation of the Application Form / admission of the candidate.

The list of selected candidates will be announced on the school website. If selected, admission must be taken within the time given for admission. School does not provide any hostel or transport facility. Cost of application form will not be refunded.

Application forms will be available online on the school website [www.holycrosstadong.com](http://www.holycrosstadong.com) according to the following schedule. There will be **NO forms available at the school office.**

**Date of filling forms online.**

**25 October 2021 (09:00 a.m.) to 30 October 2021 (11:00 p.m.)**

**Interview and document verification – 20<sup>th</sup> November 2021 (9:00 am to 1:00 pm)**

**Documents to be submitted: -**

1. Birth Certificate from Municipal Corporation or Hospital certificate.
2. Photocopy of the School Identity Card if the sibling is studying in Holy Cross School, Tadong.
3. Address proof of the parents (Aadhar Card/ PAN Card/Voter ID, etc.)
4. Printed Application Form must be brought along for the interview and verification

School Administration reserves the right to make amends to the admission procedure and admission schedule at any time.