

BCM SCHOOL
BASANT AVENUE, DUGRI ROAD, LUDHIANA

E-MAIL: [**admission.bcm@gmail.com**](mailto:admission.bcm@gmail.com)

Registration & Admission Modality 2022-23

The registration for Classes II – VIII will be through ONLINE/OFFLINE mode.

Kindly read the instructions given below for Online Registration.

IMPORTANT INSTRUCTIONS

- Parents are advised to fill only **ONE online form**. Duplicate Forms shall be rejected. Use proper computer with printer to register your child. **Avoid using smart phones, tabs, I-pads to get registered.**
- Kindly ensure that you provide us with **valid Residential Address, e-mail Id and phone number** for further correspondence.
- Landline No. should have STD codes. Do not use space/hash/hyphen while entering the phone no.
- Don't use abbreviations and short form of words.
- Certain fields marked with asterisk(*) are mandatory to be filled and the form cannot be submitted if they are left blank.
- **Please** ensure you have read the '**Registration Steps for online payment**' thoroughly before attempting online payment.

REGISTRATION STEPS FOR ONLINE PAYMENT

- **Click on Online Registration 2022-2023. Kindly provide the valid email Id and Contact Number.**
- Click on **“Proceed to pay”**. It will take you to the Payment Gateway Page.
- After successful payment, Registration Form will open.
- After filling the Registration Form, click on the Submit Button. (**Download the Registration Form for future communication.**)
- * Submit the print of the Registration Form at **BCM School, Basant Avenue, Dugri Road, Ludhiana.**
- * **Please don't press Back Button and close your browser during any step of Registration Process.**

* If, at any stage in the Online Registration / Payment Process a difficulty is encountered, please re-read all the guidelines before writing to admission.bcm@gmail.com.

Online Registration Process

Click on Registration 22-23

- Click on the Button I Agree To The Terms & Conditions
- Click Here for the Registration

- Pay the Registration Fee
- Fill the Form
- Note Down the Registration Form Number
- Download the Form Entering the Registration Number
- Submit the Print of the Registration Form at **BCM School, Basant Avenue, Dugri Road , Ludhiana**

ADMISSION RULES

1. Before seeking admission for his/her ward in the school, the guardian is expected to go through the various rules.

2. Admission will be confined to classes only where there is a seat. Parents who want to get their children admitted in the school, should get their names registered in school's office. Registration only makes the child eligible for interaction and does not guarantee admission.

3. Since the number of students in each class is limited, admission will be made strictly on merit basis. **List of selected students will be uploaded on the school website only.**

4. Students coming from other institutions will be required to appear in a pre-admission test and will be placed in the standard most suitable to their attainments as assessed by the Principal.

5. Parents/guardians must produce Birth Certificate from the Municipal Corporation in order to get admission in Kindergarten. For admission to Primary and Higher Classes, it is compulsory for the students to submit a Transfer Certificate or School Leaving Certificate from school last attended along with mark sheet/progress report card.

6. Candidates who come from Educational Boards other than CBSE, must have their School Leaving Certificate/Transfer Certificate duly countersigned by the Board authorities from which they migrate.

7. Rejection of Forms: Incomplete registration forms providing incorrect information or students under/over age will automatically stand rejected.

8. 25% seats at the entry level are reserved for EWS category. (Conditions - Residence in a range of 1 km from school and certificate of EWS category must be submitted.)

9. All the particulars of the child are to be filled by the parents correctly.

10. Date of Birth written in the form must tally with the one written in the D.O.B. Certificate.

11. The management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate.

FEE REFUND POLICY

1. Fee once paid is refundable as per school policies but not transferable.

2. All refund requests must be submitted by the parents in writing addressed to the Principal by 31st March i.e. before the commencement of the session. The Principal shall acknowledge the receipt of the same. Telephonic messages are NOT acceptable.

3. If the refund request is received before the 31st March, refund would be made after the deduction of processing fee. No refund would be made if application is received after 31st March.

4. The refund of any fee is subject to the refund policy prevailing at the time of seeking a refund.

5. The School reserves the right to modify and amend refund policies at any time by uploading the same in the school's website.

VERIFICATION OF DOCUMENTS

1. Registration does not guarantee admission. Parents will be intimated about the date, timing and venue for verification of documents through phone and e-mail id of the parents. Kindly specify a valid e-mail id and correct mobile number for intimation.

2. Parents must bring original documents for verification.

3. The form is to be submitted by the parents only.

4. **Sibling Case:** Parents whose wards are already studying in the school should submit a photocopy of the ward's result (previous class) at the time of getting registration form.

TRANSPORTATION

1. The school does not arrange private transport and school does not charge anything from them. You are at liberty to make arrangements for your child. You are suggested to send them in a vehicle that follows '**Safe Vaahan Scheme**'. Make sure that the class teacher of your ward is updated on this.

2. As per law, underage drivers (students till Class X) will not be allowed to bring vehicles (Motor Bikes or Activa). Only License holders from Class XI & XII can park vehicles in the school premises.

CAUTION

The school does not accept any donation for admission. Parents should beware of third parties collecting money on behalf of the School and making false claims of procuring admission. If the parents enter into any transaction with such parties, they will be doing so at their own risk and the School shall not be responsible for it.

REGARDING ENQUIRY

No phone calls will be entertained regarding admission. For any problem, kindly contact us at the given e-mail id ***admission.bcm@gmail.com*** only. Relevant queries will be replied within 48 hours.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF SUBMISSION OF FORM

1. Birth Certificate.
2. Photocopy of Report Card (In case of sibling)
3. Proof of Annual Income
4. Proof of Parents' Qualification

AT THE TIME OF ADMISSION

1. 2 Passport Size Photographs of the Child
2. Photograph of the child with both parents
3. Photocopy of Aadhar Card
4. Certificate of Category (if not General)
5. School Leaving Certificate/Transfer Certificate

+ Offline Forms will be available at BCM School, Basant Avenue, Dugri Road, Ludhiana.

+ Offline/Online Form has to be submitted BCM School, Basant Avenue, Dugri Road, Ludhiana.

+ Final List will be displayed ONLINE ONLY.