

**BCM SCHOOL**

**BASANT AVENUE, DUGRI ROAD, LUDHIANA**

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

**Registration & Admission Modality for Nursery & LKG (2024-25)**

- **The registration for Nursery & LKG will be through ONLINE/OFFLINE mode.**

**IMPORTANT DATES TO REMEMBER (ONLINE/OFFLINE)**

<ul style="list-style-type: none"><li>➤ <b>Availability of Form (OFFLINE FORM)</b> (Form will be available at BCM Kindergarten Ext. -7, Basant Avenue, Opposite Police Chowki, Ludhiana)</li></ul>	<p><b>TIMINGS: 8:00 AM TO 2:00 PM</b></p>
<ul style="list-style-type: none"><li>➤ <b>SUBMISSION OF FORM (BOTH OFFLINE/ONLINE FORMS) AND VERIFICATION OF ORIGINAL DOCUMENTS.</b></li><li>➤ The presence of the applicant child and both parents is mandatory on the day and time of the verification of documents.</li></ul> <p>(*Both the Online/ Offline forms has to be submitted at BCM Kindergarten Ext. -7 by the parents only)</p>	<p><b>TIMINGS: 8:30 AM TO 2:00 PM</b></p>

# *Online Registration Process*

Click on Registration 24-25

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

- Fill the Form
- Pay the Registration Fee
- Note Down the Registration Form Number
- Download the Form Entering the Registration Number
- Submit the Print of the Registration Form at **BCM KINDERGARTEN Ext -7,  
Basant Avenue, Opp. Police Chowki, Ludhiana**

## **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/laptop to register your child. **Avoid using smart phones, tabs, I-pads to get registered.**
- Kindly ensure that you provide **valid Residential Address, e-mail Id and phone number** for further correspondence.
- 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 that you have read the '**Registration Steps for online payment**' thoroughly before attempting online payment.

### **REGISTRATION STEPS FOR ONLINE PAYMENT**

- **Click on Online Registration 2024-2025. Kindly provide a valid Email Id and Contact Number.**
- After filling the Registration Form, click on the Submit Button. Confirm the submission of the form by clicking on the update button.
- Clicking on "**Pay Now**". It will take you to the Payment Gateway Page.
- After successful payment, **Download the Registration Form for future communication.**
- \* Submit the print of the Registration Form at **BCM Kindergarten Ext. -7, Basant Avenue, Opp. Police Chowki, Ludhiana.**
- \* **Please don't press Back Button or 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](mailto:admission.bcm@gmail.com)

## ADMISSION MODALITY

### REGISTRATIONS

- 1. Kindly go through the rules given in the school prospectus.**
2. Admission will be confined to classes only where there is a seat.
3. Parents who want to get their children admitted in the school, should get their names registered in school's office.
4. Registration only makes the child eligible for consideration and does not guarantee admission.
5. Admission will be made strictly on merit basis.
- 6. List of selected students will be uploaded on the school website only.**
7. 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.)

### CRITERIA

- 1. The child born between April 1, 2020 to March 31,2021 is** eligible for admission to **Nursery Class.**
- 2. The child born between April 1, 2019 to March 31,2020 is** eligible for admission to **LKG Class.**
3. Date of Birth written in the form must tally with the one written in the D.O.B. Certificate.
4. Parents/guardians must produce Birth Certificate from the Municipal Corporation in order to get admission in kindergarten.

## VERIFICATION OF DOCUMENTS

1. Registration does not guarantee admission.
2. Parents must bring original documents for verification.
3. The presence of the applicant child and both parents is mandatory on the day and time of the verification of documents.
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.

## REJECTION

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

## PAYMENT OF FEES

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 31<sup>st</sup> 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 31<sup>st</sup> March, refund would be made after the deduction of processing fee (Rs. 5000). No refund would be made if application is received after 31<sup>st</sup> 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.

### **TRANSPORTATION**

1. The school does not arrange private transport and school does not charge anything from them.
2. You are at liberty to make arrangements for your child.
3. 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.

### **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)

- + Offline Forms will be available at BCM Kindergarten Ext. -7, Basant Avenue, Opposite Police Chowki , Ludhiana.**
- + Both Offline/Online Form has to be submitted at BCM Kindergarten Ext. -7, Basant Avenue, Opposite Police Chowki, Ludhiana.**