BCM SCHOOL

BASANT AVENUE DUGRI ROAD, LUDHIANA

Affiliated to CBSE, New Delhi (Affiliation No. 1630380)

BCMF BCM FOUNDATION

E-MAIL: info.dugri@bcmf.org.in

The registration for Classes Pre-Nursery, Nursery, LKG, UKG, I- IX will be through ONLINE/OFFLINE mode.

1. Offline Forms will be available at BCM Kindergarten Ext. -7, Basant Avenue, Opposite Police Chowki, Ludhiana and at BCM School Basant Avenue Dugri (Main School).
2. Submit the print of the filled Registration Form at **BCM Kindergarten Ext. -7, Basant Avenue, Opp. Police Chowki, Ludhiana. (IN CASE OF Pre-Nursery, NURSERY, LKG & UKG ONLY)**
3. Submit the print of the filled Registration Form at **BCM School, Basant Avenue, Dugri Road, Ludhiana. (IN CASE OF Classes I-IX)**
   (Timings: 9:00 AM TO 2.30 PM)
4. Final List will be displayed ONLINE ONLY.

Kindly read the instructions given below for Online Registration

Important Instructions

1. 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.**
2. Kindly ensure that you provide **valid residential address, e-mail id and phone number** for further correspondence.
3. Don't use abbreviations and short form of words.
4. Certain fields marked with asterisk (*) are mandatory to be filled and the form cannot be submitted if they are left blank.
5. **Please** ensure that you have read the **'Registration Steps for online payment'** thoroughly before attempting online payment.

Steps for online payment

VIDEO GUIDE – ONLINE REGISTRATION PROCESS

https://drive.google.com/file/d/1pdm9EGRTvkWcM_NGR6SAAAPRxSJatt9J/view?usp=sharing



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 any difficulty is encountered, please re-read all the guidelines before writing to

info.dugri@bcmf.org.in

Admission Rules

1. Before seeking admission for his/her ward in the school, the guardian is expected to go through the various 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 for the classes I-IX.
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 age for entry level admission is 3 years as on 01-04-2027, with the age for higher classes adjusted accordingly.

2. Students coming from other institutions will be required to appear in a pre-admission test. (not application for entry level)

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.

5. 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.

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. Kindly specify a valid e-mail id and correct mobile number for intimation.

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/over age will automatically stand rejected.

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.

Payment of Fees & Refund Policy

1. Payment of full admission fee should be made as per the timeline to ensure the admission.
2. For New Admissions: In cases where a Transfer Certificate (TC) is applied for before the commencement of the new academic session, 25% of the admission fee shall be deducted, and the remaining amount shall be refunded to the parent.

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. Send them in a vehicle that follows 'Safe Vaahan Scheme'. Update the class teacher on this.

Regarding Enquiry

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

DOCUMENTS TO BE SUBMITTED

At the time of submission of Registration Form

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i. Birth Certificate
ii. Photocopy of Aadhar Card of child
iii. Photocopy of Report Card (In case of sibling)
iv. PEN (Permanent Education Number of the child issued by the School)
iv. Proof of Parents' Qualification
v. Photocopy of Aadhar Card of both the Parents

At the time of Admission

i. 2 Passport Size Photographs of the Child
ii. Photograph of the child with both parents
iii. Certificate of Category (if not General)
iv. TC of Previous School (not application for entry level)
v. Report Card of Previous Class (not application for entry level)