



# BCM SCHOOL

**BASANT AVENUE DUGRI ROAD, LUDHIANA**

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



E-MAIL: [info.dugri@bcmf.org.in](mailto:info.dugri@bcmf.org.in)

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

(The Entrance Test will be held on 31st January 2025 for admission to Classes I–IX).

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

### Online Registration Process

Click on Registration 26-27

- ☐ Signup for New Registration
- ☐ Click "Validate" to receive an OTP
- ☐ Sign in to fill the registration form
- ☐ User name – Your Email ID , Password – OTP received

- ☐ Fill the Form
- ☐ Pay the Registration Fee
- ☐ Note Down the Registration Form Number
- ☐ Download the Form

- ☐ Submit the Print of the Registration Form at **BCM KINDERGARTEN Ext -7, Basant Avenue, Opp. Police Chowki, Ludhiana** (IN CASE OF PRE-NURSERY, NURSERY, LKG & UKG ONLY)
- ☐ Submit the Print of the Registration Form at **BCM School, Basant Avenue, Dugri Road, Ludhiana.** (IN CASE OF Classes I - IX ONLY)

1. Click on Online Registration 2026-27. Kindly provide a valid Email Id and Contact Number.
2. Signup for New Registration, Enter Valid Email ID, **“Validate” Email ID.**
3. **Note the OTP received** in the OTP label box on the sign-up window.
4. **Enter the OTP and click "Verify."**
5. Sign in to fill the form User name – Your Email ID, Password – OTP received
6. After filling the Registration Form, click on the Submit Button.
7. Click on **“Pay Now”**. It will take you to the Payment Gateway Page.

8. After successful payment, Download the Registration form that is being forwarded to the Registered Email ID.
9. Submit the print of the Registration Form.

**10. 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](mailto: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 to Nursery is 3 years as of April 1, 2026, with the age for higher classes adjusted accordingly.
2. Students coming from other institutions will be required to appear in a pre-admission test.

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 LKG & 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 & Email-ID of the parents. Kindly specify a valid Email-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, 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

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 receipt of the same. Telephonic messages are NOT acceptable.
3. 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 on 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. 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](mailto: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**

1. Birth Certificate.
2. Photocopy of Report Card (In case of sibling)
3. Proof of Parents' Qualification
4. PEN (Permanent Education Number of the child issued by the School)

#### **At the time of Admission**

1. 2 Passport Size Photographs of the Child
2. Photocopy of Aadhar Card of child
3. Photocopy of Aadhar Card of both the Parents
4. Photograph of the child with both parents
5. Certificate of Category (if not General)
6. TC of Previous School
7. DMC of Previous Class