

GENERAL INSTRUCTIONS

Thank you for your interest in Delhi Public School Howrah. Please read the following Rules & Regulations properly before applying for admission:

Filling up the Registration Form:

- The registration form is to be filled in BLOCK LETTERS and submitted in person, to the School Office (between 10 am – 4 pm) within 3 days from the date of issue of the form. The parent/guardian is requested to bring the Original Money Receipt (issued at the time of purchase of Prospectus) at the time of submission of Registration Form.
- It is mandatory for the parents to fill-up the Registration form themselves.
- Registration does not imply admission, which is subject to availability of seats.
- Date for admission will be intimated during registration. However, these may be changed, without prior notice, by the School Management without citing any cause.
Note: Registration will not be carried out if any of the above papers are missing.
- Incomplete or illegible Registration Forms will not be accepted.
- The Registration Form should be complete in all respect and the information provided should be true. In case of any discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child.

ADMISSION PROCESS:

- Both copies of the Admit Card is to be brought at the time of admission / Interaction. The Parent's Card is to be retained by Parent / Guardian and is required to be produced to collect the child after the admission process / Interaction is over.
- No request for change of dates for Admission Process / Interview / Interaction will be entertained.

ADMISSION PROCEDURE:

- The requisite documents mentioned in the selection letter to be submitted within the specified date for securing admission.
- Fees once paid at the time of admission are not refundable in, in case of withdrawal.
- The School Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.

Note: 1. The school reserves the right to admit the students to only those classes for which they have been found fit.

- Parents are requested to follow the guidelines and School's rules mentioned in the Almanac, and should periodically check the same for information & instructions provided by the school from time to time.

FEES & BILLING

- Payment of fees is to be made through the ECS Facility provide 'ONLY'.
- Fees once paid at the time of admission are not refundable in case of withdrawal.
- Fees can be deposited in advance.
- Annual Fees are charged for the financial year – April to March thereafter. Fees is however subject to increment periodically.
- Any "extra" fee paid, queried and found admissible, will be refunded after receipt of the refund of the same from the parent.

GENERAL INFORMATION

School Timings: Monday - Friday, 9.00 a.m. - 11.00 a.m.

VISITING HOURS

Visiting hours for the Principal/Administration should be followed strictly. There may be cases where an emergency demands a matter to be looked into without a prior appointment, but the time mentioned below will be followed on a regular basis, six days a week.

Visiting hours to meet The Principal - by appointment via reception, Visiting hours to meet Teachers - by appointment via reception, Visiting hours to meet Accounts / Administrative Office Monday to Friday 10.00 a.m. to 4.00 p.m., Saturday 10.00 a.m. to 2.15 p.m.

In emergency cases an appointment may be made over the phone.

Parent Teacher meetings will take place at regular intervals. Parents will be notified through school notices.

Please note that transport facility for 'Play Group' students shall not be provided by school. It is solely the parents responsibility to drop & pickup the said students personally..

Disclaimer

FEE STRUCTURE

(Session 20 -)

Fee break-up	Type	Frequency	Applicable for	Amount (Rs.)	Payable
Prospectus Fee	Non-refundable	One time	Play Group	600/-	At the time of purchase
Registration Fee	Non-refundable	One time	Play Group	750/-	At the time of registration
Fee break-up	Type	Frequency	Applicable for	Amount (Rs.)	Payable
Admission Fee	Non-refundable	One time	Play Group	12,000/-	At the time of admission
Fee break-up	Type	Frequency	Applicable for	Amount (Rs.)	Payable
Education fee	Non-refundable	Monthly	Play Group	3,000/-	By 10th of each month

School Timing: 9.00 a.m. - 11.00 a.m.

Nursery Admission:

On attaining 3 years of age that is after the completion of Play Group, new admission has to be taken in Nursery (Pre Primary).