



B.C.M SCHOOL

Basant City, Pakhowal Road, Ludhiana

Availability of Forms:

Online School Admission Form will be available from 16 November 2015, 9 a.m. onwards for the Session 2016-2017.

REGISTRATION PROCEDURE

- You need to make the online payment of registration fee using Debit card/Credit card/Net Banking. Keep your option with you before moving to registration.
- Payment can be made in the school office in cash. However it is suggested that you pay online to avoid long queues.
- Enter all details in the form. Make payment and submit form.
- Take a Print out of the completed Application Form.
- Affix a recent coloured passport size photo of the child in the given space and also attach a recent coloured passport size family photograph on the form. Please write the Form No. and child's Name on the back of both the photographs before affixing.
- Forms will be strictly accepted only through the parents on the date of submission. The child may not accompany for submission.
- Bring the completed Application form with all attested and original documents for verification.
- Remember to take the Appointment Schedule after submission of documents. Check the Date and Time of Interactive Session on it. Do carry it for the session on the mentioned date and time.

Ensure that you have the following before you begin to fill the Admin. Form:-

- Photograph of the applicant (in .jpeg, .jpg format to be uploaded)
- Family photograph with the applicant (in .jpeg, .jpg format to be uploaded)
- Size of the photographs should not be more than 30KB
- Credit/debit card for online payment.

Eligibility Criteria:

NUR	2.5 - 3.5 Yr.
L.K.G	3.5 - 4.5 Yr.
U.K.G	4.5 - 5.5 Yr.

➤ **Document Required at time of Admission:-**

- 4 Passport size photographs of child.
- Birth Certificate
- Report Card of previous class along with T.C (Class III onwards)
- Qualification proof of both the parents.
- Certificate of category.
- Proof of Residence (Ration Card, Passport, Voter ID, Telephone Bill, Electricity Bill)

➤ **Registration Fee : The Registration fee of Rs.350/- can be paid either online through credit card/Debit card or at the time of submission of acknowledgement receipt in the main school office.**

➤ **Rejection of Forms:**

Incomplete registration forms and forms providing incorrect information will automatically stand rejected.

➤ **Caution:**

The School does not accept any donation for admission.

➤ **Regarding Enquiry:**

No phone calls will be entertained regarding admission. For any problem kindly contact us at the given Email ID (info.bcmschool@gmail.com) only. Relevant queries will be replied within 48 hours.

You are advised to fill in only ONE online form. Duplicate Forms shall be rejected. Use proper computer setup with printer to register your child. Avoid using smart phones, tabs, I-pads to register.