



BCM SCHOOL

AFFILIATED TO CBSE, NEW DELHI

PAKHOWAL ROAD, BASANT CITY, LUDHIANA

SCHOOL CODE – 20499

REGISTRATION STEPS:

1. Click on Online Registration 2027-28. Kindly provide a valid Email Id and Contact Number.
2. Signup for New Registration, Click "Validate" to receive an OTP in your email
3. Sign in to fill the registration form User name – Your Email ID, Password – OTP received
4. After filling the Registration Form, click on the Submit Button.
5. Clicking on "Pay Now". It will take you to the Payment Gateway Page.
6. After successful payment, download the Registration form that is being forwarded to the Registered Email ID.
7. After printing the completely filled form, paste the photographs attach the photo copy of documents (self-attested) & submit at the school reception (within a week after registration).
8. 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.

Documents Required:-

- 2 passport size photographs of the child.
- Passport size photograph of child with both parents.
- Date of birth certificate. (by Municipal Corporation)
- Aadhaar Card of Child & both the Parents.
- Transfer/ School Leaving Certificate of previous school (if applicable).
- Mark Sheet of Previous Class (if applicable).
- Parents' highest qualification certificate.
- Sibling Proof (If applicable).
- Category Certificate (if not General).

Criteria & Instructions:

- The age for entry-level admission is 3 years as of April 1, 2027, with the age for higher classes adjusted accordingly.
- Fill in the particulars of the child (i.e. name, parents' name, date of birth) correctly.
- The date of birth filled in the form must tally with the one written in the D.O.B Certificate.
- Parents/guardians must produce Birth Certificate from the Municipal Corporation in order to get admission in Kindergarten.
- All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE record of the candidate.
- No change what so ever will be made after the Registration.
- For admission to classes LKG onwards, 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.
- 25% seats at the entry level are reserved for EWS category. (if Residence in a range of 1 km from school and certificate of EWS category is available)

Verification of Documents:

- Registration does not guarantee admission. Only short listed applicants will be intimated about the date, timing and venue for verification of documents through e - mail ID of their parents. Kindly specify a valid e- mail id for intimation.
- Parents must bring original documents for verification.
- The presence of the applicant child and both parents is mandatory on the day and time of the verification of documents.
- Sibling Case: Parents whose wards are already studying in the school should submit a photo copy of the ward's result (previous class) at the time of the submission of the registration form.

Important Information:

Selection:

- The **Management of the School** reserves the right to admit or reject any candidate and is not obliged to provide reasons for such decisions.
- The **selection procedure** is formulated by the Admission Committee, and the **final selection** of candidates rests solely with the School Management.

Refund Policy:

- All refund requests must be submitted in writing by the parents and addressed to the Principal on or before 31st March, i.e., prior to the commencement of the new session. The Principal will acknowledge receipt of the request. Telephonic messages will not be accepted.
- Fee once paid is refundable as per the school's policy but not transferable. Refunds will be processed after deducting the applicable processing fee.
- The refund of any fee will be governed by the refund policy in effect at the time the refund is sought.

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. Parents should be aware 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:

- Any enquiry regarding registration can be done through E-mail info.bcity@bcmf.org.in or at Mobile no. 97815-31199 (from 09:00AM – 02:00PM). Mail will be responded in 48 hours.

Transportation:

- The school does not arrange private transport & school does not charge anything from them. You are at liberty to send your ward on any vehicle that follows 'Safe Vaahan Scheme'. Update the class teacher about this.