



# BCM SCHOOL

**AFFILIATED TO CBSE, NEW DELHI**

**PAKHOWAL ROAD, BASANT CITY, LUDHIANA**

SCHOOL CODE – 20499

## REGISTRATION STEPS FOR ONLINE PAYMENT

- Click on Online Registration 2023-2024. Kindly provide a valid Email Id and Contact Number.
- After filling the Registration Form, click on the Submit Button. Confirm the submission of the form by clicking on the update button.
- Clicking on “Pay Now”. It will take you to the Payment Gateway Page.
- After successful payment, download the Registration Form for future communication.
- Submit the print of the Registration Form at BCM School, Pakhowal Road, Basant City, Ludhiana.

❖ Please don't press Back Button or close your browser during any step of Registration Process.

### Documents Required:-

- ❖ 2 passport size photographs of the child.
- ❖ Date of birth certificate. (by Municipal Corporation)
- ❖ Passport size photograph of child with both parents.
- ❖ Parents' highest qualification certificate.
- ❖ One Residence Proof of parents. (Ration Card, Passport, Voter Card, Phone/ Electricity Bill, Aadhaar Card).
- ❖ Sibling Proof (If applicable)
- ❖ Photograph of authorized Visitor.
- ❖ Aadhaar Card of Child.
- ❖ Category Certificate (if not General).

### Name and other particulars:

- 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.
- 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.

### **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 all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the selection of the candidate is done by the Management.

#### **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 Id- info.bcmschool@gmail.com or at Mobile no. -97815-31199 (from 9:00AM – 1:00PM). 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 or any vehicle as per your convenience & inform the class teacher for the same. No autos are allowed.
- ❖ As per law under age drivers (students till Class 10) will not be allowed to bring vehicles (Motor bikes or Activa). Only license holder of class XI & XII can park vehicles in the school premises.
- ❖ 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)