



ADMISSION GUIDELINES FOR 2027-2028 SESSION

Parent Declaration

We understand, acknowledge and agree that:

1. We understand that submission of this application does not guarantee admission. Admission shall be confirmed only through an official written communication issued by the school.
2. Admission to St. Joan's School is not a matter of right. Admission is granted solely at the discretion of School Management, subject to eligibility, availability of vacancies, successful completion of the admission process and any other criteria determined by the School. The decision of the School Management in all matters relating to admission shall be final and binding.
3. We declare that all information, declarations and documents submitted by us in support of this application are true, complete, accurate and not misleading. We further confirm that we have not concealed, omitted, withheld or suppressed any material fact or information relevant to this application or to our child's admission, education, health, medical condition, learning needs, behavioral history, disciplinary history, safety or wellbeing. We understand that the School may verify any information or document submitted by us.
4. We acknowledge and agree that if any information, declaration or document submitted by us, is found to be false, inaccurate, misleading, incomplete, forged, altered or fraudulent, or if any material information has been concealed, omitted, withheld or suppressed, whether before or after admission, the School shall have the absolute right, at its sole discretion, to reject the application, refuse admission or cancel the student's admission at any stage without prior notice and without any obligation to refund any fees or charges paid. The School further reserves the right to take any other action available to it under applicable law or its policies.
5. We agree to comply with all School Rules, Regulations, Policies, Codes of Conduct and administrative requirements, as amended from time to time, and undertake to ensure that our child also complies with them. We acknowledge that failure to do so may result in disciplinary action, in accordance with the School's policies.



6. We consent to the School collecting, storing, processing and using the personal information and documents provided by us for purposes relating to admission, enrollment, education, student welfare, administration, safeguarding, legal compliance and other legitimate educational purposes, in accordance with applicable laws and the School's Privacy Policy.
7. We undertake to promptly inform the School of any change in our contact details, family circumstances, medical information, custody arrangements or any other material information affecting our child's education, safety or wellbeing.
8. We understand that the school reserves the right to amend its Rules, Regulations, Policies, Fee Structure and other administrative requirements from time to time. We agree to be bound by such amendments as notified by the school.

9. School Fee Policy

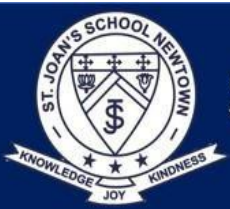
- Fees once paid, shall **NOT** be refunded under any circumstances.
- School fees are published on the school website: www.stjoans.edu.in
- If School Fees are outstanding beyond 1 quarter, without written approval from the School, the student's name will be removed from the Class Roll, and readmission Fee will be applicable.
- School Fees can be paid Quarterly or Annually.
- The School does not accept fees in cash in the School. All fees must be paid online through the portal.
- Transaction charges, if any, for online payment of fees, must be borne by the payee.
- Late fee of Rs. 10/- per day payable, if fees are paid after the due date.

10. TC Policy

Issuance of the Transfer Certificate (TC) will be withheld until all applicable dues are cleared in full.

a.) All students currently enrolled in the School will be considered as continuing students for the next academic session by default, unless the School is formally informed otherwise within the stipulated timeline. (Notice is always put up in the Google Classroom.)

b.) Parents/guardians who do not wish to continue their child in the next academic session must apply for a Transfer Certificate (TC) within the notified cut-off date.



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In the event that:

- If no TC application is submitted within the deadline and the School is not formally informed of the withdrawal; the student's seat will be deemed reserved for the upcoming academic session.

In such cases, the parent/guardian will be liable to pay:

3. First Quarter fees, including:

- Tuition Fees
- Session Fees
- Development Fees
- Maintenance Charges

Acknowledgement

- ❖ We acknowledge that we have carefully read, understood and accepted the School Fee Policy, including the provisions relating to the Application Fee, Admission Fee, Tuition Fee, Annual Charges, Transport Fee, TC rules, payment schedules, due dates, late payment charges, withdrawals, refunds (where applicable), and all other financial obligations published on the School website.
- ❖ We agree to comply with the School Fee Policy as amended by the School from time to time.
- ❖ We understand fees once paid will not be refunded under any circumstances.

We, parents of..... seeking admission agree and abide by all the terms and conditions stated above.

Place: Father's/Guardian's Signature:.....

Date: Mother's/Guardian's Signature:.....

Date of Birth: Email ID:

Address :



IMPORTANT THINGS TO NOTE

1. It is strongly advised that parents use a desktop or laptop when completing the application form.
2. Limited Seats Available.

3. AGE CRITERIA

CLASS	AGE	DATE OF BIRTH
Infant (Toddler)	1½ years onwards (the child should be able to walk before the session starts or else, we will have to wait for the child to start walking and then the child may join)	Children born between 1 st April 2024– 31 st January 2026
Lower Nursery	3+ as of 31 st March 2027	Children born between 1 st April 2023 – 31 st March 2024
Upper Nursery	4+ as of 31 st March 2027	Children born between 1 st April 2022 – 31 st March 2023
K.G.	5+ as of 31 st March 2027	Children born between 1 st April 2021– 31 st March 2022
Class 1	6+ as of 31 st March 2027	Children born between 1 st April 2020 – 31 st March 2021

4. ONLINE APPLICATION PROCESS

Complete application form online and upload documents:

- a. Refer to the list of documents below before you start the application.
- b. Save all documents in PDF format– less than 200kb and label correctly.
- c. Ensure documents are clear and are self-attested.

5. MANDATORY FIELDS AND DOCUMENTS

- Only Mandatory Fields have a *** Red Asterix marks** against them.
- Submission of the Aadhaar Card of the child and the Aadhaar Cards of both parents/legal guardians is mandatory at the time of submitting the admission application.



- If the child has not yet been issued an Aadhaar Card, the parents/legal guardians must apply for the child's Aadhaar immediately and must enter 000000000000 (twelve zeros) in the child's Aadhaar
- The Aadhaar Card must be submitted to the school before the admission process is finalized.
- Filling up all the fields, even those marked as non-mandatory, is important for the application form to be considered complete.

6. DOCUMENTS REQUIRED WHEN COMPLETING THE FORM

(Each file should be less than 200kb)

- Birth Certificate
- Blood Group Certificate
- Medical Certificate from a Medical Practitioner and completed School Medical Form confirming there are no pre-existing medical conditions, disabilities, learning needs, or health issues that may require reasonable adjustments to your child's learning environment.
- Medical Form Link :
- <https://stjoans.edu.in/newtown/wp-content/uploads/2024/08/Medical-Certificate-St-Joans-Newtown.pdf>
- Please download the form, and attach with the application form duly filled and attested by Registered doctor with their stamp and Registration number.
- Photograph – Less than 20kb (Use an online app or website to re-size the image or go to a photo studio and ask them to help you.)
 - a. Student
 - b. Father
 - c. Mother
- Previous School and Class Progress Reports if applicable – if you do not have the report card – upload a self-attested statement saying “**will be provided shortly and sign**”
- Transfer Certificate from Previous School
 - **INCOME PROOF – MUST UPLOAD FOR BOTH PARENT – FATHER AND/OR MOTHER (IF THE OTHER IS A HOME MAKER).**
 - a.) LATEST PAY SLIP OR EMPLOYER'S CERTIFICATE FOR SERVICE HOLDER AND INCOME TAX RETURN FOR BUSINESS.
 - b.) COMBINE BOTH PARENTS INCOME PROOF INTO ONE PDF FILE WHEN UPLOADING.
- In case of separation of parents before admission, the parent who has custody rights must submit all legal documents during application.



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- In case of separation after the child's admission and during his/her tenure in School—
 - a.) the parent with custody rights must submit all legal documents pertaining to separation and custody rights.
 - b.) If custody rights are not clearly mentioned in the legal document submitted, an NOC required from the other parent must be submitted.
- In case of the demise of one or both parents during the child's tenure in School, the School must be officially notified of their local legal guardian's contact details and relationship. The legal guardian must submit an affidavit stating his guardianship along with a copy of the death certificate.

APPLICATION FEE

1. Rs. 1000/- must be paid for online forms and for offline forms. Both are non-refundable.
2. If you are unable to access the payment page for some reason – use the username and password received in the SMS to login and finalize the payments.
3. Applications submitted without the application fee will not be considered valid.

NO DISPUTES REGARDING THE REFUNDS OF THE APPLICATION FEE WILL BE ENTERTAINED ONCE THE APPLICATION FEE IS PAID.

Online Payment via the following methods: Net Banking/Debit card/Credit card.

WHAT YOU NEED TO DO AFTER SUBMITTING THE FORM ONLINE

1. Parents who have copies of their Academic Transcripts or additional documents, must attach them in an email with a copy of the form, medical certificate (to be downloaded from the school's website & filled by the child's pediatrician) and supporting documents to **admissions@stjoans.edu.in** – In the Subject Line Include – Application Number, Student Name and Date of Birth.
2. After printing the submitted Application Form online, both parents must sign on it and either post or drop the copy, along with the original Medical Certificate and self-attested supporting documents to - **St. Joan's School Newtown**- Mouza, PS, Narayanpur, Rajarhat, Kolkata, West Bengal 700136
3. **Download, sign and submit the applications guideline.**



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SELECTION OF CANDIDATE

1. Submitting the application form does not guarantee admission.
2. Admissions are subject to the availability of seats and selection of candidates is at the sole discretion of School Management and Principal.
3. Selected Candidates will be contacted for an interview/admission test- depending on the class.
4. Ensure you enter the correct mobile number and email address and check them regularly.

We, parents of seeking admission agree and abide by all the terms and conditions stated above.

Place: Father's/Guardian's Signature:.....

Date: Mother's/Guardian's Signature:.....

Date of Birth: Email ID:

Address: