



ADMISSIONS GUIDELINE FOR 2024-2025 SESSION

At St. Joan's School, **STUDENTS' SAFETY AND WELL-BEING** is our **PRIOR CONCERN**. The school has imposed, multiple safety and well-being measures, to ensure that the students are safe and protected, in and around the school campus.

DECLARATION - By completing and submitting the application form you accept and declare to abide by these terms and conditions:

1. We the parents and guardians agree to abide by all the Rules and Regulations of the School, being in force, including providing the appropriate indemnities, if required, in respect of any facilities obtained / arranged by the school for any of the activities planned, for the children during the school tenure of the child.
2. As parents we will support the school's Vision and follow all the school Rules and Regulations.
3. We have read and understood the school's policies published on the school website.
4. We are aware of all applicable fees and charges and will pay the required fees and charges as per the school's policy and within the deadline.
5. **WE HAVE READ AND AGREED TO ABIDE BY THE SCHOOL FEE POLICY, WHICH IS PUBLISHED IN THE SCHOOL WEBSITE.**
6. **FEEES ONCE PAID WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.**
7. The information provided in the application form and supporting documents, attested by us is true to the best of our knowledge, and belief.
8. All decisions of the school related to our son/daughter will be final and binding upon us.
9. The right of granting admission is reserved with the School Management. No explanation will be given if admission is not granted.
10. In case the school comes to know that, incorrect or misleading information was provided, during or as part of the admission process, then Admission, even if granted, will stand cancelled at the sole discretion of the School Management and any fees paid will be **forfeited**.
11. We Parents and Guardians seeking admission of our ward in the school, indemnify the School Management, in respect of any loss or injury to the child during the course of any of the activities conducted by the school or in school.



APPLICATION FORM AVAILABILITY

1. Application forms for the **2024-2025** academic session, will be available **09th August 2023 onwards - online on the school website – www.stjoans.edu.in** or can be collected from the school office between 10:30 and 11:30 am from Mon – Fri.
2. It is strongly advised that parents use a desktop or laptop, when completing the application form.
3. Limited Seats Available.

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 2021 – 31 st January 2023
Lower Nursery	3+ as of 31 st March 2024	Children born between 1 st April 2020 – 31 st March 2021
Upper Nursery	4+ as of 31 st March 2024	Children born between 1 st April 2019 – 31 st March 2020
K.G.	5+ as of 31 st March 2024	Children born between 1 st April 2018 – 31 st March 2019
Class 1	6+ as of 31 st March 2024	Children born between 1 st April 2017 – 31 st March 2018

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 labelled correctly.
 - c. Ensure documents are clear and are self-attested.

MANDATORY FIELDS AND DOCUMENTS



1. Only Mandatory Fields have a * **Red Asterix mark** against them.
2. AADHAR Card Number has 12 Digits. If you do not have an Aadhar Card enter 000000000000
3. AADHAR Card Upload Section – if you do not have an Aadhar Card – upload a declaration stating “Aadhar Not Available and Sign”
4. **Filling up all the fields, even those marked as non-mandatory is important for the application form to be considered complete.**

DOCUMENTS REQUIRED (PDF) WHEN COMPLETING THE FORM – Each file should be less than 200kb

1. **Birth Certificate**
2. **Blood Group Certificate**
3. **Medical Certificate from a Medical Practitioner** confirming there are no pre-existing medical conditions and there is no disability, learning need or health issue that may require reasonable adjustments to your child's learning environment
4. **Aadhar Card** - if you do not have an Aadhar Card – upload a declaration stating “Aadhar Not Available and Sign”
5. **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
6. **Previous School and Class Progress Reports** – if you do not have the report card – upload a self-attested statement saying “will be provided shortly and sign”
7. **Transfer Certificate from Previous School**
8. **INCOME PROOF – MUST UPLOAD FOR AT LEAST ONE PARENT – FATHER AND/OR MOTHER (IF THE OTHER IS A HOME MAKER).**
 - i. **LATEST PAY SLIP OR EMPLOYER'S CERTIFICATE OR INCOME PROOF/INCOME TAX RETURN**
 - ii. **COMBINE BOTH PARENTS INCOME PROOF INTO ONE PDF FILE WHEN UPLOADING.**
9. In case of separation of parents before admission, the parent who has custody rights, must submit all legal documents during application.
10. In case of separation after the child's admission and during his/her tenure in school, the parent with custody rights must submit all legal documents pertaining to separation and custody rights. If custody rights are not clearly mentioned in the legal document submitted, an NOC from the other parent must be submitted.
11. In case of 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. 500/- must be paid for online forms and Rs. 700/- for offline forms. Both are non-refundable.
2. Make sure the payment of Rs.500/- is successful and you retain the successful transaction Number for online admission process.
3. 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.
4. Applications submitted without the application fee will not be considered valid.
5. **NO DISPUTES REGARDING REFUNDS WILL BE ENTERTAINED ONCE THE APPLICATION FEE IS PAID.**
 - a. 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, both parents must **sign** on it and either **post** or **drop** it off, along with the original **Medical Certificate** and **self-attested supporting documents** to - St. Joan's School – GD-346A, Salt Lake City, Kolkata – 700106.
3. Download & sign and submit the application guidelines.

SELECTION OF CANDIDATES

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 the School Management.
3. Selected candidates will be contacted for interview/admission test – depending on the class.
4. Ensure you enter the correct mobile number and email address and check them regularly.



SCHOOL FEE POLICY

1. Fees once paid, shall NOT be refunded under any circumstances.
2. School fees are published on the school website www.stjoans.edu.in
3. 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.
4. Re-admission Fee will be applicable
5. School Fees can be paid Quarterly or Annually.
6. The school does not accept fees in cash in the school. All fees must be paid online through the portal.
7. Transaction charges, if any, for online payment of fees, must be borne by the payee.
8. Late fee of Rs. 10/- per day payable, if fees paid after due date.

CONTACT – admissions@stjoans.edu.in for any admission related queries.