

PAWAR PUBLIC SCHOOL, CHANDIVALI
Admission for the Academic Year 2025– 2026

1. Seat Availability: **Nursery**

- Seats available for the present admission process : 120

(*The Right to Education Act is an Act passed by the Government of India and it is mandatory for all Non-minority educational institutes to adhere to it. These seats are to be allotted as per the government regulations and therefore the school has no jurisdiction over these seats.)

2. Eligibility Criteria:

- Age: All Children born between **1st July 2021 and 31st December 2022 (inclusive of both the dates) [3+ years complete as on 31st December 2025.]**
- Area: All Children residing in Chandivali, Powai, Kanjur Marg (W), Vikhroli (W), Ghatkopar (W), Marol and Saki Naka
- Siblings: Only age criteria is applicable to siblings
- Age criteria as per the Maharashtra Government Resolution No. MISC 9814/ PRA.KRA.160/S.D.1 dated 21/01/2015, 23/01/2015, 25/01/2017 and RTE - 2018 /PRA.KRA.180/S.D- 1 dated 18/09/2020 and 28/02/2022.

3. Admission Process:

- The online Admission Forms for Nursery will be available from **Tuesday, 29th October 2024 at 12 noon onwards.**
- **The online Admission Forms** will be available to all eligible candidates on **www.ppschandivali.com** on online payment of **₹800/- (Non-refundable).**
- After filling up the online Admission Form a single PDF file will be generated containing the Administration copy and the Teacher's copy of the filled form along with the Medical History Sheet Form, the Parental Consent Form, the Undertaking and a payment receipt. Kindly download and save the Admission Form and payment receipt and print them subsequently.
- **Admission will be done on first cum first serve basis.**
- There will be an informal interaction with the child along with both the parents.
- After confirmation of admission the parent will receive an email from the school.
- Caution Money Deposit and 1st Quarter fee can be paid **Online or by Demand Draft or Pay Order.**
- The details of the procedure for Online Fee Payment by the Edusprint App will be informed through an email. Fee receipt will be available online within 2 to 3 working days from the date of payment. For any technical issues while making the payment, kindly send an email on onlineadmission@ppschandivali.com or call on **9321480621** between 8:15 a.m. and 12:45 p.m.
- Parents of the selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Undertaking, Payment Receipt of Admission Form, Payment Receipt of Online Fee (Caution Money and the 1st Quarter Fee) **or** Two Demand Drafts (Caution Money and 1st Quarter Fee) and all the required documents as mentioned in point no. 6.

4. Admission Confirmation:

- Admission will be confirmed only after the payment of school fee (Online or Demand Draft or Pay Order).
- In case the fee is not paid as per the schedule, the admission will stand cancelled and the school will be free to allot the seat as per its discretion.
- **School timings for Nursery Section which runs in two shifts:**
 - 1. Morning Shift: 8 a.m. to 11 a.m.**
 - 2. Afternoon Shift: 11:10 a.m. to 2:10 p.m.**
- **Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final and binding on all the parents.**

5. Admission Process for Sr KG to Grade 9:

- In case the admitted student has an older sibling seeking admission to the higher Grades, the admission will be subject to availability of seats.
- Seeking admission to higher Grades (Sr KG to Grade 9) are requested to give a written application to the school office or mail us at **onlineadmission@ppschandivali.com** mentioning the Name of the student, Date of Birth, Name of the present school, Residential Address and Contact number of the parents.

6. Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form:

- Self attested copy of the child's Birth Certificate in English (In case of certificates in languages other than English, please bring the original notarized certificate translated in English) along with the original for verification.
- Self attested copy of the Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission.
Any **ONE** of the following documents can be produced as a proof of residence:
 - a) Passport (Recent)
 - b) Electricity Bill (Recent)
 - c) Telephone Bill (Recent)
 - d) Unique ID (Aadhar) Card
 - e) Registered Sale / Rent Agreement Copy
 - f) Bank statement of the current month**Please Note:** Ration Card **Will Not** be accepted as a proof of residence.
- **Medical Certificate** provided in the printout of the Online Admission Form has to be completely filled, signed and stamped by a Registered Medical Practitioner (M.B.B.S.) only.
- Two latest colour photographs of the both the parents and child properly affixed on the place provided on the printout of the Admission Form.
- A self attested copy of the Aadhaar card of the child received from the Government of India.
- Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self attested copy of the Caste Certificate in the name of the child issued by the concerned authorities.

7. Preference for Admission:

- Seats are reserved **ONLY** for **Direct Siblings** (upto second child) of our existing students who fall in the right age group and who have completed the application process as per the schedule given above. Cousins **Will Not** be considered as siblings.

8. Payment of Fee:

- Fee will not be accepted without submission of all the required documents.
- The fee structure for the academic year **2025–2026** is available on our school's official website i.e. www.ppschandivali.com
- Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fee through **Online, Demand Drafts or Pay Orders** at the time of submission of the printouts of the Admission Form and the other documents.
- **In case of payment through Demand drafts, Two Demand Drafts** have to be submitted in favour of **Pawar Public School**
- **Caution Money Deposit: ₹50,000/- (Interest free)**
(Out of which ₹30,000/- will be Refundable and ₹20,000/- will be Non-refundable)
- **School fee including Admission fee for the First Quarter amounting to ₹32,860/-**

9. Cancellation of Admission and Refund Policy:

01. Documents to be submitted in the event of cancellation of admission:

- Parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-.

02. Cancellation of new admission before 1st April of the school academic year (school academic year starts from 1st April of every calendar year):

- Kindly note that only the Refundable Caution Money Deposit ₹30000/- and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

03. Cancellation of new admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):

- Kindly note that the school fee paid will not be refunded except the amount of Refundable Caution Money Deposit of ₹30000/-

04. In case, if the new admission is taken after 1st April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded except the Refundable Caution Money Deposit of ₹30000/-

Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:

- The application for withdrawal has to be submitted **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month fee, (i.e. one month Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the month of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with **the original caution money receipt** stating the name in which the refund cheque has to be issued. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-. The amount of caution money deposit will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.

- Refund of the amount of Refundable Caution Money Deposit ₹30000/- and the School Leaving Certificate will be issued **only to those who have cleared the dues** as mentioned by the school and the parents are requested to abide by the same.
- The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.

10. Reopening Day:

- Parents are requested to note that the school will commence its new academic session on **Thursday, 3rd April 2025**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Thursday, 1st May 2025** to **Tuesday, 3rd June 2025**.
- The school will reopen after the summer vacation on **Wednesday, 4th June 2025**. Attendance on the reopening day and the last working day is mandatory.

11. Special Notice:

- Priority for admission will be given to the children of the staff members and siblings.
- The school will not entertain any correspondence, discussion, telephonic or personal inquiries regarding the admission process.
- Any intervention or pressure in the normal admission process will lead to immediate disqualification of the application.
- Genuine queries may be directed to **onlineadmission@ppschandivali.com ONLY**. Information received by you from any other source may not be reliable and the school will not be responsible for the same. Parents are requested to communicate via the above e-mail address.
- The school regrets its inability to address parental inquiries on an individual basis. All information required is available on the website (www.ppschandivali.com).
- **Admission will be done on first cum first serve basis.**
- **Please note that the School Management does not accept donations of any kind whatsoever. Neither does the Management authorise any person to do so.**
- **The school does not reserve any seats on any grounds other than that for direct siblings.** In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of administration for suitable action.



Mr Vaibhav Pol
Admin Officer




Mr Vijay Mirgal
Principal

PAWAR PUBLIC SCHOOL, CHANDIVALI

Admission for the Academic Year 2025 – 2026

1. Seat Availability:

Jr KG

- Seats available for the present admission process : 95

2. Eligibility Criteria:

- Age: All Children born between **1st July 2020 and 31st December 2021 (inclusive of both the dates) [3+ years complete as on 31st December 2025.]**
- Area: All Children residing in Chandivali, Powai, Kanjur Marg (W), Vikhroli (W), Ghatkopar (W), Marol and Saki Naka
- Siblings: Only age criteria is applicable to siblings
- Age criteria as per the Maharashtra Government Resolution No. MISC 9814/ PRA.KRA.160/S.D.1 dated 21/01/2015, 23/01/2015, 25/01/2017 and RTE - 2018 /PRA.KRA.180/S.D- 1 dated 18/09/2020 and 28/02/2022.

3. Admission Process:

- The online Admission Forms for Jr KG will be available from **Tuesday, 29th October 2024 at 12 noon onwards.**
- The online Admission Forms will be available to all eligible candidates on **www.ppschandivali.com** on online payment of **₹800/- (Non-refundable).**
- After filling up the online Admission Form a single PDF file will be generated containing the Administration copy and the Teacher's copy of the filled form along with the Medical History Sheet Form, the Parental Consent Form, the Undertaking and a payment receipt. Kindly download and save the Admission Form and payment receipt and print them subsequently.
- **Admission will be done on first cum first serve basis.**
- There will be an informal interaction with the child along with both the parents.
- After confirmation of admission the parent will receive an email from the school. Caution Money Deposit and 1st Quarter fee can be paid **Online or by Demand Draft or Pay Order.**
- The details of the procedure for Online Fee Payment by the Edusprint App will be informed through an email. Fee receipt will be available online within 2 to 3 working days from the date of payment. For any technical issues while making the payment, kindly send an email on **onlineadmission@ppschandivali.com** or call on **9321480621** between 8:15 a.m. and 12:45 p.m.
- Parents of the selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Undertaking, Payment Receipt of Admission Form, Payment Receipt of Online Fee (Caution Money and the 1st Quarter Fee) **or** Two Demand Drafts (Caution Money and 1st Quarter Fee) and all the required documents as mentioned in point no. 6.

4. Admission Confirmation:

- Admission will be confirmed only after the payment of school fee (Online or Demand Draft or Pay Order).
- In case the fee is not paid as per the schedule, the admission will stand cancelled and the school will be free to allot the seat as per its discretion.
- **School timings for Jr KG Section which runs in two shifts:**
 1. **Morning Shift: 8 a.m. to 11 a.m.**
 2. **Afternoon Shift: 11:10 a.m. to 2:10 p.m.**
- **Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final and binding on all the parents.**

5. Admission Process for Sr KG to Grade 9:

- In case the admitted student has an older sibling seeking admission to the higher Grades, the admission will be subject to availability of seats.
- Seeking admission to higher Grades (Sr KG to Grade 9) are requested to give a written application to the school office or mail us at **onlineadmission@ppschandivali.com** mentioning the Name of the student, Date of Birth, Name of the present school, Residential Address and Contact number of the parents.

6. Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form:

- Self attested copy of the child's Birth Certificate in English (In case of certificates in languages other than English, please bring the original notarized certificate translated in English) along with the original for verification.

- Self attested copy of the Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission.

Any **ONE** of the following documents can be produced as a proof of residence:

- a) Passport (Recent)
c) Telephone Bill (Recent)
e) Registered Sale / Rent Agreement Copy
- b) Electricity Bill (Recent)
d) Unique ID (Aadhar) Card
f) Bank statement of the current month

Please Note: Ration Card **Will Not** be accepted as a proof of residence.

- **Medical Certificate** provided in the printout of the Online Admission Form has to be completely filled, signed and stamped by a Registered Medical Practitioner (M.B.B.S) only.
- Two latest colour photographs of the both parents and child properly affixed on the place provided on the printout of the Admission Form.
- A self attested copy of the Aadhaar card of the child received from the Government of India.
- Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self attested copy of the Caste Certificate in the name of the child issued by the concerned authorities.

7. Preference for Admission:

- Seats are reserved **ONLY** for **Direct Siblings** (upto second child) of our existing students who fall in the right age group and who have completed the application process as per the schedule given above. Cousins **Will Not** be considered as siblings.
- All other seats will be filled as per **Random Selection or Lottery System**.

8. Payment of Fee:

- Fee will not be accepted without submission of all the required documents.
- The fee structure for the academic year **2025–2026** is available on our school's official website i.e. www.ppschandivali.com
- Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fee through **Online, Demand Drafts or Pay Orders** at the time of submission of the printouts of the Admission Form and the other documents.
- **In case of payment through Demand drafts, Two Demand Drafts** have to be submitted in favour of **Pawar Public School**
- **Caution Money Deposit: ₹50,000/- (Interest free)**
(Out of which ₹30,000/- will be Refundable and ₹20,000/- will be Non-refundable)
- **School fee including Admission fee for the First Quarter amounting to ₹32,860/-**

9. Cancellation of Admission and Refund Policy:

01. Documents to be submitted in the event of cancellation of admission:

- Parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-.

02. Cancellation of new admission before 1st April of the school academic year (school academic year starts from 1st April of every calendar year):

- Kindly note that only the Refundable Caution Money Deposit ₹30,000/- and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

03. Cancellation of new admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):

- Kindly note that the school fee paid will not be refunded except the amount of Refundable Caution Money Deposit of ₹30,000/-

04. In case, if the new admission is taken after 1st April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded except the Refundable Caution Money Deposit of ₹30,000/-

Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:

- The application for withdrawal has to be submitted **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month fee, (i.e. one month Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the month of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with **the original caution money receipt** stating the name in which the refund cheque has to be issued. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-. The amount of caution money deposit will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.

- Refund of the amount of Refundable Caution Money Deposit ₹30,000/- and the School Leaving Certificate will be issued **only to those who have cleared the dues** as mentioned by the school and the parents are requested to abide by the same.
- The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.

10. Reopening Day:


- Parents are requested to note that the school will commence its new academic session on **Wednesday, 2nd April 2025**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Thursday, 1st May 2025 to Tuesday, 3rd June 2025**.
- The school will reopen after the summer vacation on **Wednesday, 4th June 2025**. Attendance on the reopening day and the last working day is mandatory.

11. Special Notice:

- Priority for admission will be given to the children of the staff members and siblings.
- The school will not entertain any correspondence, discussion, telephonic or personal inquiries regarding the admission process.
- Any intervention or pressure in the normal admission process will lead to immediate disqualification of the application.
- Genuine queries may be directed to **onlineadmission@ppschandivali.com ONLY**. Information received by you from any other source may not be reliable and the school will not be responsible for the same. Parents are requested to communicate via the above e-mail address.
- The school regrets its inability to address parental inquiries on an individual basis. All information required is available on the website (www.ppschandivali.com).
- **Admission will be done on first cum first serve basis.**
- **Please note that the School Management does not accept donations of any kind whatsoever. Neither does the Management authorise any person to do so.**
- **The school does not reserve any seats on any grounds other than that for direct siblings.** In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of administration for suitable action.



Mr Vaibhav Pol
Admin Officer



Mr Vijay Mirgal
Principal



PAWAR PUBLIC SCHOOL, CHANDIVALI
(Affiliated to the Council for the Indian School Certificate Examinations,
New Delhi vide Affiliation No – MA170/2013)

Admission Notice for Senior KG to Grade 9 for the Academic Year 2025-2026

1. **Sr KG to Grade 1:** There are a few seats available for Sr KG and Grade 1 for the academic year 2025-2026. Admission will not be given / it will be cancelled if the documents are not valid and do not fulfill the eligibility criteria, even if the parent has filled the Online Admission Form.

2. **Eligibility Criteria for Admission:**

***Please note: Staff and siblings of existing pupils will be given a priority for admission.**

Grade	Eligibility Criteria
Sr KG	5+ Years complete as on 31 st December 2025 (Children born between 1 st July 2019 and 31 st December 2020)
Grade 1	6+ Years complete as on 31 st December 2025 (Children born between 1 st July 2018 and 31 st December 2019)

Age criteria as per the Maharashtra Government Resolution No. MISC 9814 / PRA.KRA.160/S.D.1 dated 21/01/2015, 23/01/2015, 25/01/2017 and RTE - 2018 / PRA.KRA.180/S.D - 1 dated 18/09/2020 and 28/02/2022.

3. **Grade 2 to Grade 9:** There are a few seats available those desirous of admitting their wards in Grade 2 to Grade 9 for the academic year 2025-2026 are requested to submit the admission form online. The candidates will be admitted based on merit and availability of seats. The parents whose wards are being admitted will be intimated to complete the admission formalities.

4. **Eligibility Criteria for Admission:**

Grade	Eligibility Criteria
2 to 9	Merit List based on the Entrance Test scores conducted for English, Second Language (Hindi / Marathi) & Mathematics - 25 marks each paper and passed & promoted certificate of the previous Grade from the previous school.

5. **Admission Process:** The Online Admission Forms for Senior KG to Grade 9 will be available from **Tuesday, 29th October 2024 at 12 noon onwards** to **ALLELIGIBLE** candidates on our school's official website **i.e. www.ppschandivali.com**. The online admission form fee is **₹800/- (Non - refundable)**.
6. **Admission will be done on first cum first serve basis.**
7. There will be an informal interaction with the child along with both the parents.
8. After filing up the online Admission Form a single PDF file will be generated containing the Administration copy and the Teacher's copy of the filled form along with the Medical History Sheet Form, the Parental Consent Form, the Undertaking and a payment receipt. Kindly download and save the Admission Form and payment receipt and print them subsequently.
9. There will be an Entrance Test for pupils seeking admission to Grade 2 to Grade 9. The Entrance Test will be for English, Second Language (Hindi / Marathi) and Mathematics. Each paper will be of 25 marks. The Entrance Test will be based on the previous Grades syllabus. Admissions for Grade 2 to Grade 9 will be based on the performance in the Entrance Test.

10. The schedule for the Entrance Test will be shared with you via a telephone call / Email. Details of the Entrance Test is given below:
- The syllabus for the Entrance Test is displayed on the school website under the Online Admission tab.
 - Parents of candidates who clear the Entrance Test will be receive an email from the school. Caution Money Deposit and 1st Quarter fee can be paid **Online or by Demand Draft or Pay Order**.
 - The details of the procedure for Online Fee Payment by Edusprint App will be informed through the email. Fee receipt will be available online within 2-3 working days. For any technical issues while making the payment, kindly send an email on onlineadmission@ppschandivali.com or call on **9321480621** between 8:15 a.m. and 12:45 p.m.
 - Parents of the selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Undertaking, Payment Receipt of Admission Form, Payment Receipt of Online Fee (Caution Money and the 1st Quarter Fee) **or** Two Demand Drafts(Caution Money and 1st Quarter Fee) and all the required documents as mentioned in point no. 9.
 - **Admission to Grade 2 to Grade 9 will be treated as provisional till the receipt of the original School Leaving Certificate from the previous school within 30 days from the date of admission.**
 - **The Leaving Certificate / Transfer Certificate must have the UDISE Code and the PEN Number of the previous school and the Student ID number of the child or the UDISE Code and the Affiliation details of the previous school.**
11. **Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form:**
- A self-attested copy of the Birth Certificate.
 - A self-attested copy of the residence proof. Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission. Any ONE of the following documents can be produced as proof of residence:
 - a. Passport (Recent)
 - b. Telephone Bill (Landline)
 - c. Registered Sale / Rent Agreement Copy
 - d. Electricity Bill (Recent)
 - e. Unique ID (Aadhar) Card
 - f. Bank statement for the current monthPlease Note - Ration Card **Will Not** be accepted as a proof of residence.
 - A self-attested copy of the marksheet of the previous Grade from the previous school. (Whichever latest marksheet of the previous grade is available).
 - The **Medical Certificate** provided in the printout of Online Admission Form has to be completely filled, signed and stamped by a registered medical practitioner (M.B.B.S.) only.
 - Two latest colour photographs of the both the Parents and the child properly affixed on the place provided on the printout of the Admission Forms.
 - Children who have the Aadhaar Card received from the Government of India can submit a self attested copy of the same. If not available, please ensure to submit to the school office within 30 days from the date of the admission.
 - Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self-attested copy of the Caste Certificate in the name of the student and issued by the concerned Municipal Authorities. The caste certificate issued by the State Government of Maharashtra will only be accepted and considered.

12. Payment of Fee:

- Fee will not be accepted without submission of all the required documents.
- The fee structure for the academic year **2025-2026** is available on our school's official website i.e. www.ppschandivali.com
- Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fee through **Online, Demand Drafts or Pay Orders** at the time of submission of the printouts of the Admission Form and the other documents.
- **In case of payment through Demand drafts, Two Demand Drafts** have to be submitted in favour of **Pawar Public School**
- **Caution Money Deposit: ₹50,000/- (Interest free)**
(Out of which ₹30,000/- will be Refundable and ₹20,000/- will be Non-refundable)
- **School fee including Admission fee and the First Quarter fee amounting to ₹32,860/-**

13. Cancellation of Admission and Refund Policy:

01. Documents to be submitted in the event of cancellation of admission:

- Parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-.

02. Cancellation of new admission before 1st April of the school academic year (school academic year starts from 1st April of every calendar year):

- Kindly note that only the Refundable Caution Money Deposit ₹30,000/- and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

03. Cancellation of new admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):

- Kindly note that the school fee paid will not be refunded except the amount of Refundable Caution Money Deposit of ₹30,000/-

04. In case, if the new admission is taken after 1st April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded except the Refundable Caution Money Deposit of ₹30,000/-

Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:

- The application for withdrawal has to be submitted **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month fee, (i.e. one month Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the month of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with **the original caution money receipt** stating the name in which the refund cheque has to be issued. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-. The amount of caution money deposit will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.
- Refund of the amount of Refundable Caution Money Deposit ₹30,000/- and the School Leaving Certificate will be issued **only to those who have cleared the dues** as mentioned by the school and the parents are requested to abide by the same.

The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.

14. Reopening Day:

- Parents are requested to note that the school will commence its new academic session on **Wednesday, 2nd April 2025**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Thursday, 1st May 2025 to Tuesday, 3rd June 2025**.
- The school will reopen after the summer vacation on **Wednesday, 4th June 2025**. Attendance on the reopening day and the last working day is mandatory.

15. School Timings for Sr KG Section which runs in two shifts:

Days	Shift	Timings	Reporting Time	Late Mark	Dispersal Time
Monday to Friday	Morning	8 a.m. to 11 a.m.	7:50 a.m.	7:55 a.m.	11:10 a.m. to 11:20 a.m.
	Afternoon	11:10 a.m. to 2:10 p.m.	11 a.m.	11:05 a.m.	2:15 p.m. to 2:30 p.m.

***Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final and binding on all the parents.**

GRADE 1 TO GRADE 5:

Days	Timings	Reporting Time	Late Mark	Dispersal Time
Monday to Friday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.

GRADE 6 TO GRADE 10:

Grade	Days	Timings	Reporting Time	Late Mark	Dispersal Time
6 to 10	Monday, Wednesday & Thursday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.
6, 7, 9 & 10	Tuesday	8 a.m. to 3:15 p.m.	7:50 a.m.	7:55 a.m.	3:15 p.m. to 3:30 p.m.
8	Tuesday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.
6 & 7	Friday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.
8, 9 & 10	Friday	8 a.m. to 3:15 p.m.	7:50 a.m.	7:55 a.m.	3:15 p.m. to 3:30 p.m.

16. Kindly Note:

- The School Management does not accept donations of any kind whatsoever. Neither does the Management authorise any person to do so.
- In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the administration for suitable action.
- Genuine queries may be directed to **onlineadmission@ppschandivali.com ONLY**. Information received by you from any other source may not be reliable and the school will not be responsible for the same. Parents are requested to communicate via the above e-mail address.



Vaibhav Pol
Admin Officer




Vijay Mirgal
Principal

PAWAR PUBLIC SCHOOL, CHANDIVALI
(Affiliated to the Council for the Indian School Certificate Examinations,
New Delhi vide Affiliation No – MA170/2013)

Admission Notice for Senior KG to Grade 9 for the Academic Year 2025-2026

1. **Sr KG to Grade 1:** There are a few seats available for Sr KG and Grade 1 for the academic year 2025-2026. Admission will not be given / it will be cancelled if the documents are not valid and do not fulfill the eligibility criteria, even if the parent has filled the Online Admission Form.

2. **Eligibility Criteria for Admission:**

***Please note: Staff and siblings of existing pupils will be given a priority for admission.**

Grade	Eligibility Criteria
Sr KG	5+ Years complete as on 31 st December 2025 (Children born between 1 st July 2019 and 31 st December 2020)
Grade 1	6+ Years complete as on 31 st December 2025 (Children born between 1 st July 2018 and 31 st December 2019)

Age criteria as per the Maharashtra Government Resolution No. MISC 9814 / PRA.KRA.160/S.D.1 dated 21/01/2015, 23/01/2015, 25/01/2017 and RTE - 2018 / PRA.KRA.180/S.D - 1 dated 18/09/2020 and 28/02/2022.

3. **Grade 2 to Grade 9:** There are a few seats available those desirous of admitting their wards in Grade 2 to Grade 9 for the academic year 2025-2026 are requested to submit the admission form online. The candidates will be admitted based on merit and availability of seats. The parents whose wards are being admitted will be intimated to complete the admission formalities.

4. **Eligibility Criteria for Admission:**

Grade	Eligibility Criteria
2 to 9	Merit List based on the Entrance Test scores conducted for English, Second Language (Hindi / Marathi) & Mathematics - 25 marks each paper and passed & promoted certificate of the previous Grade from the previous school.

5. **Admission Process:** The Online Admission Forms for Senior KG to Grade 9 will be available from **Tuesday, 29th October 2024 at 12 noon onwards** to **ALLELIGIBLE** candidates on our school's official website **i.e. www.ppschandivali.com**. The online admission form fee is **₹800/- (Non - refundable)**.
6. **Admission will be done on first cum first serve basis.**
7. There will be an informal interaction with the child along with both the parents.
8. After filing up the online Admission Form a single PDF file will be generated containing the Administration copy and the Teacher's copy of the filled form along with the Medical History Sheet Form, the Parental Consent Form, the Undertaking and a payment receipt. Kindly download and save the Admission Form and payment receipt and print them subsequently.
9. There will be an Entrance Test for pupils seeking admission to Grade 2 to Grade 9. The Entrance Test will be for English, Second Language (Hindi / Marathi) and Mathematics. Each paper will be of 25 marks. The Entrance Test will be based on the previous Grades syllabus. Admissions for Grade 2 to Grade 9 will be based on the performance in the Entrance Test.

10. The schedule for the Entrance Test will be shared with you via a telephone call / Email. Details of the Entrance Test is given below:
- The syllabus for the Entrance Test is displayed on the school website under the Online Admission tab.
 - Parents of candidates who clear the Entrance Test will be receive an email from the school. Caution Money Deposit and 1st Quarter fee can be paid **Online or by Demand Draft or Pay Order**.
 - The details of the procedure for Online Fee Payment by Edusprint App will be informed through the email. Fee receipt will be available online within 2-3 working days. For any technical issues while making the payment, kindly send an email on onlineadmission@ppschandivali.com or call on **9321480621** between 8:15 a.m. and 12:45 p.m.
 - Parents of the selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Undertaking, Payment Receipt of Admission Form, Payment Receipt of Online Fee (Caution Money and the 1st Quarter Fee) **or** Two Demand Drafts(Caution Money and 1st Quarter Fee) and all the required documents as mentioned in point no. 9.
 - **Admission to Grade 2 to Grade 9 will be treated as provisional till the receipt of the original School Leaving Certificate from the previous school within 30 days from the date of admission.**
 - **The Leaving Certificate / Transfer Certificate must have the UDISE Code and the PEN Number of the previous school and the Student ID number of the child or the UDISE Code and the Affiliation details of the previous school.**
11. **Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form:**
- A self-attested copy of the Birth Certificate.
 - A self-attested copy of the residence proof. Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission. Any ONE of the following documents can be produced as proof of residence:
 - a. Passport (Recent)
 - b. Telephone Bill (Landline)
 - c. Registered Sale / Rent Agreement Copy
 - d. Electricity Bill (Recent)
 - e. Unique ID (Aadhar) Card
 - f. Bank statement for the current monthPlease Note - Ration Card **Will Not** be accepted as a proof of residence.
 - A self-attested copy of the marksheet of the previous Grade from the previous school. (Whichever latest marksheet of the previous grade is available).
 - The **Medical Certificate** provided in the printout of Online Admission Form has to be completely filled, signed and stamped by a registered medical practitioner (M.B.B.S.) only.
 - Two latest colour photographs of the both the Parents and the child properly affixed on the place provided on the printout of the Admission Forms.
 - Children who have the Aadhaar Card received from the Government of India can submit a self attested copy of the same. If not available, please ensure to submit to the school office within 30 days from the date of the admission.
 - Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self-attested copy of the Caste Certificate in the name of the student and issued by the concerned Municipal Authorities. The caste certificate issued by the State Government of Maharashtra will only be accepted and considered.

12. Payment of Fee:

- Fee will not be accepted without submission of all the required documents.
- The fee structure for the academic year **2025-2026** is available on our school's official website i.e. www.ppschandivali.com
- Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fee through **Online, Demand Drafts or Pay Orders** at the time of submission of the printouts of the Admission Form and the other documents.
- **In case of payment through Demand drafts, Two Demand Drafts** have to be submitted in favour of **Pawar Public School**
- **Caution Money Deposit: ₹50,000/- (Interest free)**
(Out of which ₹30,000/- will be Refundable and ₹20,000/- will be Non-refundable)
- **School fee including Admission fee and the First Quarter fee amounting to ₹32,860/-**

13. Cancellation of Admission and Refund Policy:

01. Documents to be submitted in the event of cancellation of admission:

- Parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-.

02. Cancellation of new admission before 1st April of the school academic year (school academic year starts from 1st April of every calendar year):

- Kindly note that only the Refundable Caution Money Deposit ₹30,000/- and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

03. Cancellation of new admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):

- Kindly note that the school fee paid will not be refunded except the amount of Refundable Caution Money Deposit of ₹30,000/-

04. In case, if the new admission is taken after 1st April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded except the Refundable Caution Money Deposit of ₹30,000/-

Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:

- The application for withdrawal has to be submitted **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month fee, (i.e. one month Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the month of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with **the original caution money receipt** stating the name in which the refund cheque has to be issued. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-. The amount of caution money deposit will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.
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14. Reopening Day:

- Parents are requested to note that the school will commence its new academic session on **Wednesday, 2nd April 2025**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Thursday, 1st May 2025 to Tuesday, 3rd June 2025**.
- The school will reopen after the summer vacation on **Wednesday, 4th June 2025**. Attendance on the reopening day and the last working day is mandatory.

15. School Timings for Sr KG Section which runs in two shifts:

Days	Shift	Timings	Reporting Time	Late Mark	Dispersal Time
Monday to Friday	Morning	8 a.m. to 11 a.m.	7:50 a.m.	7:55 a.m.	11:10 a.m. to 11:20 a.m.
	Afternoon	11:10 a.m. to 2:10 p.m.	11 a.m.	11:05 a.m.	2:15 p.m. to 2:30 p.m.

***Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final and binding on all the parents.**

GRADE 1 TO GRADE 5:

Days	Timings	Reporting Time	Late Mark	Dispersal Time
Monday to Friday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.

GRADE 6 TO GRADE 10:

Grade	Days	Timings	Reporting Time	Late Mark	Dispersal Time
6 to 10	Monday, Wednesday & Thursday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.
6, 7, 9 & 10	Tuesday	8 a.m. to 3:15 p.m.	7:50 a.m.	7:55 a.m.	3:15 p.m. to 3:30 p.m.
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6 & 7	Friday	8 a.m. to 2:10 p.m.	7:50 a.m.	7:55 a.m.	2:15 p.m. to 2:30 p.m.
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- In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the administration for suitable action.
- Genuine queries may be directed to **onlineadmission@ppschandivali.com ONLY**. Information received by you from any other source may not be reliable and the school will not be responsible for the same. Parents are requested to communicate via the above e-mail address.



Vaibhav Pol
Admin Officer




Vijay Mirgal
Principal