

ST. PAUL'S SCHOOL, ROURKELA

INSTRUCTIONS FOR PREPARATORY ADMISSION 2023

School Office Phone Number: 2647285, 9437078935 (9:00 AM to 11:00 AM ON WORKING DAY)

Eligibility for applying:

Children born between 1st Oct 2018 & 30th Sept 2019

Instructions about the Admission to Preparatory 2023

- 1) A candidate (GIRL / BOY) seeking admission to LKG should have the date of birth between 1st October 2018 to 30th September 2019.
- 2) Online Application Form (REGISTRATION ID AND PASSWORD to fill in online form) are be available from 28th September 2022 to 18th October 2022 by paying ₹ 300 CASH only.
- 3) Parents are to use the ID and password to login online from 30th September.
- 4) Closing of the Online form will be on 20th October. The registration ID and password will become inactive from 20th October.
- 5) Correctly filled in application forms to be submitted at the School Office from 11th October TO 22nd October between 11.30 AM to 12.30 PM only with all required documents or else processing will be incomplete.
- 6) The submission of application form does not guarantee admission.
- 7) An application that is not filled in correctly will be rejected by the school.
- 8) PROCEDURE FOR REGISTRATION
 - a) Go to <https://stpaulsrkl-admission.web.app/>
 - b) School Logo will appear with two boxes
 - c) Enter the Registration ID and password given to you from School Office
 - d) Login
 - e) Fill in all details as demanded in the online form without any error. These details will automatically be entered into admission register.
 - f) After entering details of a candidate, parent will submit the form.
 - g) A copy of the submitted form will be sent to the registered e-mail ID of parent
 - h) Take a printout of the Form (A4 size vertical Printing only)

- 9) **Request for any change in Date of Birth, after the entry, will never be accepted by the school in future.**
- 10) **If any data entered is found to be FALSE at any point of time, the selection / admission of the candidate will be canceled.**
- 11) Submission of Xerox copies of the following documents is compulsory along with the printed application: -
- a) A copy of Date of Birth Certificate from NAC / Municipality (No Panchayat Certificates)
 - b) A copy of the Aadhar Card (MANDATORY)
 - c) A letter from the Parish Priest (Catholic Students only)
 - d) A caste certificate in case of a candidate belonging to ST / SC / OBC
 - e) A medical Certificate from a Registered Medical Practitioner. **[This certificate will be scrutinized by school at any point of time]**.
 - f) A recent photograph, size of 3.5 cm x 4.5 cm.
- 12) A schedule for interactions with the parents and candidates will be given out on 26th October. Interactions will begin from 1st November.
- 13) Original documents mentioned in No. 11 are to be produced at the time of admission for verification. Failure to do so will result in forfeiture of selection.
- 14) **A selected candidate should submit documents and pay the fees on dates mentioned for admission.** Otherwise, the candidate loses the admission on priority. The admission dates will be informed along with selection list.
- 15) The Principal meets only the parents / legal guardian of a candidate concerning an admission. **There is no need of any recommendation from anyone. Parents are advised not to get cheated by anyone.**
- 16) School Fees once paid will not be refunded. Preparatory is a separate entity. Hence fees paid here are not applicable to the main school.
- Admission Fee ₹20000/- (Once at the time of admission)
 - First Quarter Fee ₹5985/-
 - Three Quarters Fee to be paid during the session 2023-24.
- 17) All communication to parents will be through email only from the school.

SCHOOL OFFICE WILL REMAIN CLOSED FOR PUJA VACATION FROM 1st OCTOBER TO 10th OCTOBER