



BHAVAN VIDYALAYA, PANCHKULA
Sector 15, Panchkula- 134113, Haryana, INDIA
Affiliated To CBSE, New Delhi
Website: <https://www.bhavanpanchkula.in/>
Email Id: admission.bhavan2021@gmail.com

ADMISSION & WITHDRAWAL POLICY

GENERAL INFORMATION

A. Entry Points

- (i) The entry points into the School are Classes Nursery, LKG, IX and XI respectively. Announcements for admission to these classes are notified through the School Website, School Social Media Accounts (Facebook & Instagram) and Advertisements in Leading English & Hindi Dailies. Parents are advised to visit the School Website regularly for notifications and updates regarding admissions.
- (ii) Parents/ Guardians of the Candidates seeking admission to these classes must register with the school. The Online Registration Form link gets activated on school website along with the Prospectus after notifying the public through various mediums mentioned in point A (i).
- (iii) A duly filled in registration form is to be submitted online with the non-refundable and non-transferable Registration & Processing Fee before the given last date as notified in the admission notice.
- (iv) The Registration form may be filled by parent/single parent or the legal guardian having the sole custody of the child (should be supported by valid legal documents).

B. Admissions to Other Classes

Admissions to classes other than the entry points are subjected to the availability of seat(s) depending on the vacancies arising in a given class. Admission is strictly on merit, preference may be given to sibling cases and transfer cases (on merit basis only). Applications for the same can be addressed to the Principal at the school email id- admission.bhavan2021@gmail.com

C. Admissions for Transfer Cases/ Mid- Session Admissions

Admission for Transfer cases depend upon the availability of the seat(s) in the given class. Parent/ Legal Guardian of transfer cases may write an application of request to the Principal at admission.bhavan2021@gmail.com .For all matters related to admissions, the decision of the School Management / Principal will be final.

Note: Admission to Board Classes of X or XII depends strictly on the availability of seat(s) and parameters set by the CBSE in this regard. As per the CBSE Examination Bye- Laws the direct admission to Classes X or XII is an exception.

D. Admission under Alumni Category

This category is applicable to only those Ex –Students of Bhavan Vidyalaya, Panchkula who fulfil the following two conditions:

- a. The Ex –Student should be registered under BOSA (Bhavan Old Students Association) and,
- b. He / She should have completed one academic year at Bhavan Vidyalaya Panchkula.

Selection Criteria for Alumni Cases:

- The School reserves the right to admit any student under this category who is found fit for admission or refuse admission without assigning any reason. For all matters related to admissions, the decision of the School Management & Principal will be final.

E. Admission under Sibling Case Category

- a) This category applies exclusively to cases where the new student seeking admission has a real sibling already enrolled and continuing at the school for the upcoming session.
- b) When applying in this category, it is important that the parents' names, surnames, and the spelling of the names match in both the school records and the supporting documents.
- c) The selection of the candidates under sibling category depends on the following criteria, in addition to the availability of seat(s) in the respective class.

Selection Criteria for Sibling Cases:

- The admission of the candidate is subjected to his / her ability to meet the learning outcomes as assessed by the school, his/ her achievements in curricular & co- curricular activities. (Not applicable for admission to Class Nursery & LKG)
 - Positive general conduct and favourable holistic record of the sibling already enrolled in the school.
 - Family co-operation in working with the school.
 - For admission, Parent / Legal Guardian of sibling cases may write an application of request to the Principal at admission.bhavan2021@gmail.com .
- c. For all matters related to admissions, the decision of the School Management & Principal will be final.

Note :- Children who are differently abled and can be mainstreamed –

Medical Certificate or Detailed Assessment Report from the Psychiatric Department of a Govt. Hospital shall be submitted at the time of Admission.

ADMISSION CANCELLATION & REFUND POLICY

Requests for cancellation of admission shall be lodged by parents in writing addressed to Principal and should be submitted in school office for cancellation of Admission & seeking refund:

1. In case of cancellation of admission before the start of session:

Only the security amount will be refunded.

2. In case of cancellation of admission after the start of session:

a) In case the student has not attended the class even for a day:

Only the security amount will be refunded.

b) In case the student has attended even a single class:

If notice is given after the 15th day of the month, a one-month notice period is to be served or to be paid and only the security amount will be refunded.

WITHDRAWAL POLICY & PROCEDURE

- Parent/ Legal Guardian desirous of withdrawing his/ her ward must submit a duly filled Withdrawal Form in the School Office in person. **No other mode of intimation i.e. letter, email or verbal intimation or any other type of document, is considered as a valid withdrawal notice.**
- Notice period for withdrawal is one month, therefore, the Parent/ Legal Guardian should apply one calendar month prior to the withdrawal of his/ her ward failing which one month's Monthly Fee is charged in lieu thereof. Exception may be made in case of a sudden transfer. The Parent should attach the Transfer order along with duly filled Withdrawal Form in School Office in person.
- Any outstanding due, including unpaid fee should be cleared by the Parent/ Legal Guardian before submitting the withdrawal form.
- If there are any outstanding pending dues, the amount will be deducted from the security deposit, or the security deposit will be forfeited, whichever is applicable.
- The withdrawal is processed within 10 working days from the date of withdrawal form submission.
- The withdrawal documents and student's testimonials i.e. Transfer Certificate, Progress report card, recommendation letter or any other withdrawal related document is issued only when the student obtains clearance in writing on 'No Dues Form' from the class teacher, librarian, sports department, lab in- charges, canteen and accounts department on the last day of his/ her attendance in the school.
- The withdrawal documents can be collected with prior appointment from Monday to Friday between 1:00pm to 2:30pm.
- After withdrawal or completion of the course, only the security deposit is refunded without interest, after the full payment of all pending dues, if any, through a crossed cheque or A/c Payee cheque, which can be collected by the Parent/ Legal Guardian from the school office on the indicated date. The refund of security deposit should be claimed before the closure of the session.

CONDITIONS LEADING TO MANDATORY WITHDRAWAL ON ACCOUNT OF BREACH OF DISCIPLINE

- The school reserves the right to ask a Parent/ Legal Guardian to withdraw his/ her ward for unsatisfactory holistic record or repeated detention in a class.
- The school also reserves the right to dismiss a student with intimation to the Parent/ Legal Guardian on the following grounds:
 - a. **Disciplinary**- If the conduct of the student is harmful to others, engagement in any objectionable activity, contempt of authority inside or outside the school premises, bullying, indulging in any violence during school hours or wilful damage to school property, or repeated breaking of students' code of conduct is a sufficient reason for rustication with intimation to the Parent/ Legal Guardian.
 - b. **Prolonged Absence & Shortage of Attendance**- If a student remains absent from the school for more than six consecutive days without prior sanction of leave or any written information, it will be treated as voluntary withdrawal of the student by the parent and in such a case his / her name will be automatically struck off from the attendance register. In case the Parent/ Legal Guardian wants him/ her to re-join, it will be granted on written assurance that the same will not be repeated after submitting re- admission charges.
 - c. **Offensive & uncooperative behaviour of Parent**-The name of the student will be struck off from the rolls if his / her Parent or Legal Guardian is offensive to the schools staff (Teaching & Non-teaching), or does not comply with the school norms, regulation & school policies.

(Policy updated on 11/12/2023)

Principal

