

# Admission in case of vacancies created due to transfer etc.

**IN THE CASE WHEN NO SEAT IS AVAILABLE FOR A PARTICULAR CLASS, ONE CAN OPT FOR WAITING LISTS AS PER BELOW GIVEN PROCEDURE FOR VACANCIES CREATED DUE TO TRANSFER CASES.**

**SINCE TRANSFERS ARE USUALLY MADE TILL THE MONTH OF JUNE THE WAITING LIST WILL THUS BE FILLED ON AS IS WHERE IS BASIS TILL JUNE/JULY.**

If no seat is available in a particular class, child can be considered for admission if and only if any seat is created due to transfer of parent etc. In this case, parents have two choices

## **Choice No.1 Preferred Waiting List (W/L –A)**

Parent can purchase prospectus, get himself registered and complete the interaction and admission process and if he is given provisional admission, the parent has to deposit Rs.7500/- (50% of admission charges which will be adjusted against the fees which parent has to deposit at the time of completion of admission process). He will then be included in **Preferred Waiting List (W/L –A) on first come first serve basis .**

Here as and when the vacancy is created the parent will be sent an SMS/Phone call with a maximum of three days window after getting information from the school. In case the parent fails to complete the admission process the admission will be given to parent next in line in **W/L –A**. In case no vacancy is created, then this amount will be refunded (without interest or any other claim) between 30<sup>th</sup> June to 15<sup>th</sup> August as most of the transfer cases take place between April to July.

## **Choice No.2**

Parent may purchase prospectus and Register (**this does not guarantee admission or provisional admission**) and opt for waiting list – B (W/L-B). In which case as and when the vacancy is created and waiting list-A is exhausted the parent will be sent an SMS/Phone call to undergo admission procedure. **In case the ward is granted admission** he needs to complete all formalities in maximum 3 days time, beyond which the admission will be passed on to the next number in waiting list -B

## **General terms and conditions for all the above:**

1. Waiting list number will be given on a first come first serve basis both on waiting list (W/L-A) or (W/L-B) depending on the choice of the parents' options.
2. Waiting list A shall be exhausted before waiting list B as waiting list A is a preferred waiting list.

The above procedure has to be done in the school and shall be initiated to be done at and by the school only and only if seats exists as and when decided by the school.