

ST. THOMAS SCHOOL SAHIBABAD

GUIDELINES FOR FILLING-UP THE ONLINE REGISTRATION FORM FOR THE ACADEMIC SESSION 2021-'22

Dated: 03.12.2020

ONLINE REGISTRATION STARTS: 03rd December 2020 ONWARDS

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING-UP THE FORM, TO AVOID
INVALIDATION OF THE ELECTRONIC REGISTRATION FORM.

*Limited Seats are available for classes
Nursery, Prep., I, II, IV, VI & VII*

ELIGIBILITY CRITERIA

NURSERY

Minimum 3 years completed as on 31st March 2021 (born between 01-04- 2017 and 31-03-2018)

PREP.

Minimum 4 years completed as on 31st March 2021 (born between 01-04-2016 and 31-03-2017)

Class : I

Minimum 5 years completed as on 31st March 2021 (born between 01-04-2015 and 31-03-2016)

Class : II

Minimum 6 years completed as on 31st March 2021 (born between 01-04-2014 and 31-03-2015)

Class : IV

Minimum 8 years completed as on 31st March 2021 (born between 01-04-2012 and 31-03-2013)

Class : VI

Minimum 10 years completed as on 31st March 2021 (born between 01-04-2010 and 31-03-2011)

Class : VII

Minimum 11 years completed as on 31st March 2021 (born between 01-04-2009 and 31-03-2010)

Kindly Note: -

The details of the shortlisted candidates of class Nursery along with the dates of informal parental interaction will be informed later (**Probably in the first week of January**).

Parents are requested to visit our website for all latest updates regarding admission.

Prep. to VII : - Written test will be conducted for classes Prep. to VII. Date of the written test will be informed later. (Probably in the first week of January)

1. **Forms will not be available from the School.** Each form will be issued a unique Registration number after the submission of the Form. **Please retain a copy of completed Registration Form for future reference.**
2. The Registration Form may flicker to refresh while it retrieves dynamic data from our database. Please **DO NOT** enter or select any data till refreshing is completed, as it may lead to loss of entered or selected data.

3. Do not press the **ENTER** key to move from one field to another. Use the **TAB** key or the mouse for the same.
4. After completing the Registration Form, please click on the **SUBMIT FORM** button. You will be directed to **PAYMENT OPTION** for registration fee.
5. To avoid rejection, **DO NOT SUBMIT** more than one Form for one applicant.
6. All fields are mandatory. Incomplete Forms will not be accepted by the system.
7. Please enter your contact number and email id correctly, as the same will be used for future communication.
8. The Registration process may take more time if you have a slow or poor internet connection.
9. In case, no page is displayed after submission of Registration Form, you can click < Proceed for Payment, if form already filled option> given the upper right corner of the page. Enter your application No. received in your mail id and proceed for payment.
10. **Registration fee of Rs. 700/- to be paid is non-refundable.** (*Payment Mode- Debit/Credit Card/Internet Banking*).
11. For any queries, feel free to contact us at – stssahibabad@gmail.com

DOCUMENTS TO BE SCANNED AND UPLOADED ALONG WITH REGISTRATION FORM

1. **Birth Certificate** issued by the Municipal Corporation or any other competent authority. (*Affidavit or Hospital Certificate will not be accepted.*)
2. SC/ST/OBC Certificate (if applicable).
3. Baptism Certificate (For Christian students only)
4. Combined Post card size **family photograph** (Max 500 Kb)
5. Passport size photograph of the student (Max 500 Kb)
6. Passport size photographs of the parents. (Max 500 Kb)

ROUTES/LOCATION COVERED BY SCHOOL TRANSPORT	
1.	All areas /sectors of Rajendra Nagar, Lajpat Nagar, Shalimar Garden, selected routes of Raj Nagar Extension and DLF Colony, Pasonda, Vasundhara and nearby areas of school.

Note:

1. *Decision taken by the concerned authorities regarding admission will be final.*
2. *Online submission of Registration Form does not confirm admission.*