

ST. VINCENT PALLOTTI SCHOOL NAGPUR

You must have the following documents with you at the time of registering online, as these need to be uploaded with the registration form:

1. Photograph of the child (In Jpeg, Jpg format) not more than 3 months old.
2. A Valid personal e-mail Id for communication.
3. The system will automatically generate your Username/Password when you complete and upload your registration form adequately.

IMPORTANT INFORMATION REGARDING ADMISSION

1. The Original Date of Birth Certificate issued by the Municipal Corporation or Registrar of Deaths and Births,) along with a Photostat copy of the same must be submitted at the time of verification of the forms. The original certificate will be returned to the parents immediately after the verification. (A photo copy attested by the Notary will not be accepted).

2. You are required to submit a Photostat copy of any one of the following documents at the time of verification of the forms, as proof of the residence.

- (a) Passport
- (b) Rent agreement
- (c) Voter I Card.
- (d) Telephone Bill.

The original document will be returned to the parents immediately after the verification:

3. Fill in the particulars of the child (i.e. name, parents' names, and date of birth) correctly. The date of birth filled in the form must tally with the one recorded in the Date of Birth certificate. No change whatsoever will be made after the admission.

4. The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. (The selection procedure is designed by a Committee and the selection of the candidate is done by the Management.).

5. Incomplete registration forms or those with incorrect information will automatically stand rejected.

6. The School does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the School. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The School will appreciate to know if there is any such person or persons so that proper legal action can be taken against them.

7. No telephonic enquiry about admissions will be entertained.

8. If your registration form is successfully uploaded the computerized system will generate an Acknowledgement Receipt with a reference number which you must use in all further correspondence. The Acknowledgement Receipt will also generate an USERID and a PASSWORD. (Please make sure Pop - up Blocker is Turn Off, to get the Acknowledgement Receipt).

9. The candidates whose names do not appear in this short list, will regretfully not be part of the next level of the admission process and their parents would be advised to look for admission elsewhere.

10. It is mandatory to carry a hard - copy of online form in school for completion of Registration Process. Kindly Submit 500 rupees for prospectus