

# LAKSHMIPAT SINGHANIA ACADEMY

12B, ALIPORE ROAD, KOLKATA – 700027

## MONTESSORI

### IMPORTANT INSTRUCTIONS REGARDING ADMISSION PROCEDURE 2019-20

Admission formalities for selected candidates are to be completed during all working days from Wednesday, 12<sup>th</sup> December to Saturday, 15<sup>th</sup> December, 2018 from 9:00 a.m. to 3:00 p.m. (Except Saturday only upto 1:00 pm).

Please follow the sequence mentioned below :

- a) Acknowledgement Slip (stamped copy) of the child should be produced at the school office for verification.
- b) On verification of the same, a fee pay-in-slip for deposit of fees along with two copies of Terms Sheet will be issued to the parents. Fees is to be deposited only by Bank Draft in favour of LAKSHMIPAT SINGHANIA ACADEMY payable at Kolkata and submitted to the Accounts Department at the school premises only.
- c) Admission Form will be issued against production of fee receipt counterfoils acknowledged by the concerned Accounts Officer on submission of the Bank Draft.
- d) Duly filled in Admission Form (affixed with a photograph of the child) along with signed copies of the Terms Sheet must be deposited in the school office within the next working day but latest by 17<sup>th</sup> December, 2018.
- e) The selection shall stand CANCELLED and admission shall not be granted if the entire admission formality is not completed by the parents within the stipulated dates mentioned above.

Please note that ONLY PARENTS shall be eligible to complete all admission formalities.

In case of any mis-statement, document defect, non-fulfillment of criteria, etc., is discovered at any stage, even after grant of admission, the admission shall be subject to cancellation and the decision of the school authority shall be final.

Classes for Montessori will begin from **Monday, 15<sup>th</sup> April, 2019.**

For details regarding purchase of uniforms and books/stationery please check the **school website (Isakolkata.com)** in January, 2019.

For LAKSHMIPAT SINGHANIA ACADEMY

MEENA KAK

PRINCIPAL

Dated : 11<sup>th</sup> December, 2018

