



The Orchid School
Baner, Pune
Admission Process for Class XI (AY 2023-24)

Date: 16.01.2023

Circular No. TOS/FRO/CIR/SSS/22-23/11

Subject: Class XI Admission for AY 2023-24

Dear Parents,

The process for Grade XI admission for the Academic Year 2023-24 is scheduled on 11th Feb 2023.

It will comprise of:

- General orientation of Grade XI and XII course
- Verification of Documents,
- Academic Counselling (if required)
- One on one Meeting with School leaders (If required),
- Payment of Fees.

General Orientation is conducted by the school to apprise the parents of the school curriculum and course design for Grade XI and XII. This orientation gives a fair idea to parents & students on the trajectory the ward would be during the two academic years.

Time:- 11.00 am onwards

Eligibility criteria for admission:

The PT2/Pre-Board/ Midterm exam results will be taken into consideration for the provisional admission.

- Students must score 65% in English.
- Students who wish to opt for science subjects - Physics, Chemistry and Biology must score 75% in Science.
- Students who wish to opt for Mathematics/Applied Mathematics must score 75% in Math (Standard/ Basic)
- The overall cut off percentage to be secured in any of the above mentioned exams is 75%.

Note: For students from ICSE Board: the eligibility criteria will be considered as mentioned below-

* English - Average of language and literature.

**Science - Average of Physics, Chemistry, Biology

- As per CBSE guidelines students who wish to opt for Mathematics at Sr. Secondary level must qualify in Mathematics (Standard) as per above eligibility criteria.
- Students with Mathematics (Basic) can opt for only Applied Mathematics.

Who needs to attend the Orientation: Both parents and student (Preferably all).

What to bring:

- Photocopy of PT2/Pre-Board/ Midterm exam results
- 2 recent (Not more than 3 months old) passport size Photograph
- Birth certificate original or self-attested copy
- Aadhar Card copy for Indian Nationals and Passport copy for foreign nationals.

Compulsory Subjects	Optional Subjects (any four)
<ul style="list-style-type: none"> • English <p><u>Co-Curricular Subjects</u></p> <ul style="list-style-type: none"> • General Studies • Work Experience • HPE 	<ul style="list-style-type: none"> • Mathematics (only if Mathematics Standard in Class X) • Applied Math • Physics • Chemistry • Biology • Informatics Practices • Economics • Accountancy • Business Studies • Psychology • Entrepreneurship • History • Painting

For any subject option to be offered, a minimum of 10 students have to opt for the said subject.

Fee Structure:

STD	Yearly Fees	1 st Instalment 40%	2 nd Instalment 20%	3 rd Instalment 20%	4 th Instalment 20%
XI	1,15,000/-	46,000/-	23,000/-	23,000/-	23,000/-

One time Admission Fee to be paid at the time of Admission:

Non-TOS Students –Rs. 50,000/-

Total Fee to be paid at the time of Admission:

One-time Admission Fee	40% of the Annual fees	Total
Rs. 50,000/- (Non-TOS student)	46,000/-	96,000/-
TOS Student :- No admission fee	46,000/-	46,000/-

Note: As a fee package for the batch, same fees will be retained for Class XII for this batch.

One-time admission fee (non-refundable) and 1st installment 40% is to be paid within 3 working days once the school grants the admissions based on eligibility criteria.

Fee includes:

- Regular CBSE course studies
- Co- Scholastic subject areas viz, Health and Physical Education, General Studies and Work Experience.
- Curriculum enrichment and personality development activities
- Practical in relevant subjects
- Internal Assessments as per norms

Fees does not include:

- Uniform.
- Textbook and notebooks
- Stationery
- Study Visits/ Exchange Program
- Modular courses (it is optional)
- CBSE Registration and Examination Fee
- Transport
- Lunch (Optional).

Any other facilities not mentioned in fee challan.

Detailed Process for Provisional Admission:

	Time & Location (Ground Floor)	
Registration and Collection of Token	10:45 AM Atrium	
Orientation	11:00 AM Auditorium	Parents and students will be oriented about the whole programme for Class XI
Verification of Documents	Documents Verification Counter Atrium	Verification of the documents and eligibility criteria
Purchase of Admission folder	Accounts Desk Atrium	
Online Form Filling	IT Desk Atrium	
Family Meet	Respective Offices Main Office	Meeting with Principal/Director
Payment of fees	Accounts Desk Atrium	
Confirmation of Provisional Admission		Confirmation of Provisional Admission will be sent via mail once the cheque is realized
Confirmation of Admission	<p>Admission Confirmation process will be done in the month of May/ June after the verification of Std. X Final Board results and submission of related documents.</p> <p>Non submission of required documents will lead to non-confirmation of the admission and affect registration with CBSE.</p> <p>Documents to be submitted at the time of Admission Confirmation:</p> <ul style="list-style-type: none"> • Mark sheet of Class X Board Examination – Photocopy • Transfer Certificate / School Leaving Certificate – original • Migration Certificate – Photocopy 	

Please Note:

- Confirmation of admission is subject to meeting the eligibility criteria in Board Examination.
- Failing to meet any of the above criteria will result in cancellation of Admission.

Management reserves all rights for confirmation of admission.

The school will arrange for academic counsellors who can educate the students and parents about the concepts covered under each subject. However, the final decision of the subjects has to be taken by the parents. Ideally after the general orientation, while one parent can complete the documentation process, the other parent can seek help from the counsellor.

Admission Withdrawal Policy:

Application Process:

- This process is effective only through written communication in the form of an application.
- Telephonic messages/ Verbal communication or an email will not be considered authentic.
- Transfer Certificate form to be filled (given from school office) and should be duly signed by both the parents.
- If the parent is a single parent/ any legal case pending/ a decree etc. submission of relevant documents is mandatory.
- Without the appropriate documents, the school leaving certificate will not be processed.

Refund of fees:

The refund of fees will be as per the school policy mentioned below:

- In all situations, at any given point of time, if withdrawal of admission takes place (before or after session begins) there is no refund applicable, be it provisional admission or confirmed admission.
- If the student is leaving the school after the session commences for the academic year, then he/she must pay any outstanding fees of the instalments applicable for the period.

Processing of Transfer Certificate:

- The Transfer Certificate Form once certified as 'No Dues' from Class Teacher, Library, Accounts Office and Administration Department, is further processed for producing the 'Transfer Certificate' within 10 school office working days.

Roshni Hiwale
Admission Incharge

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal