

## FREQUENTLY ASKED QUESTIONS REGARDING THE ONLINE ADMISSIONS-

### UNAVAILABILITY OF DOCUMENTS

1. Will my child be admitted if I do not have the required documents (Like the Original Date of Birth Certificate or Adhaar Card)?

**ANS-**The documents will not be required right now, but will have to be submitted after lockdown, when the school reopens for the children.

2. Can my child be admitted without the Transfer Certificate (TC)?

**ANS-**The documents will not be required right now, but will have to be submitted after lockdown, when the school reopens for children.

### FEE RELATED QUERIES

1. Can I pay the fee through the PAYTM App or Google Pay?

**ANS-** The parent will have to pay through the Bank Account number provided by the School, till alternate arrangements are made.

2. Will fees be charged for the month of April and May?

**ANS-** No, the monthly composite fees charged at the time of admission will be for the month of July, 2020.

3. Will the transport fee be charged?

**ANS-**The transport fee will be charged, if the student will avail school transport from the new academic session.

4. Is any other mode of payment accepted?

**ANS-**The parent will have to pay through the Bank Account number provided by the School, till the online payment facility is enabled on our website.

5. Will I get the receipt of the online payment?

**ANS-** A mail regarding the receipt of the fee is sent to the parent on getting the clearance from the bank.

### MISCELLANEOUS

1. Who should I contact as most of the phone numbers given in the website are landline numbers, which are not being received due to the lockdown?

**ANS-** The contact numbers of the staff handling the admissions work in each campus is provided on the Admissions Login page: [www.cmseducation.org/admissions](http://www.cmseducation.org/admissions)

2. What about the safety measures adopted for the kids post lockdown enforced due to the Covid-19?

**ANS-** City Montessori School will leave no stone unturned to ensure the safety and health of its children, which is of paramount importance to the school. The safety measures adopted will be at par with the best safety norms adopted in the country.

3. Are only the mandatory fields in the admission form supposed to be filled?

**ANS-** Ideally, it would be preferable if all the fields are filled, but in case of limitations, like unavailability of information at the time of filling the application form, non mandatory fields can be left blank. In case of unavailability of information to be filled in mandatory fields, you are requested to get in touch with the resource person in the school

4. Can a different name/birthdate, other than what is mentioned in the Birth certificate be registered or provided in the application form?

**ANS-** The school will only accept the details, provided, in the original documents. Any other changes made in the admission form, have to be supported by proper legal documents that are approved and accepted by law.

5. Can my child be admitted on the basis of the Half Yearly Exams Results?

**ANS-** Since the Annual Exams could not be conducted in some schools due to the Covid-19 outbreak, a proper test/interview of the child will be taken along with the screening of the Half Yearly Report Card that has to be provided by the parent. The decision of the Principal will be final and binding in this regard.

6. How will the admission be decided if I do not have the half yearly & annual report card with me?

**ANS** The student will be tested online and an interview will be taken by the in charge of the section. But as soon as the school reopens, you will be required to submit a copy of the relevant report cards for reference as supporting documents.

7. How will my child be tested for the admission tests?

**ANS-** During this lockdown phase due to Covid-19, the tests will be conducted online along with a video interview of the child and the parents. Campus staff will be contacting you regarding the same.

8. How will I submit the documents?

**ANS-** The Documents need to be uploaded online when applying for admission and copies are to be submitted when the school reopens after the lockdown.

9. What is the process for taking the entrance test for admission?

**ANS-** The section incharge (of the section in which the class for which admission is applied for) will contact you after checking and scrutinizing your admission form and then take an online test and interview of the student and the parents.

10. How will I get the books/stationery for my child? Does the school provide the books, copies and other stationery?

**ANS-** The school does not provide/sell any books or stationery. Wherever possible online pdf copy of the textbooks will be provided to the students till the lockdown ends.

11. If my child gets admitted, how will he/she join the online classes?

**ANS-** As soon as the admission process is completed and the fee remitted, you will be notified through an Email. The concerned staff will also be calling you to inform you the same. The student will be allotted an official Email ID, through which she/he can join the online classes.

12. If I had already purchased a hard copy of the admission form (offline) then what would be the procedure?

**ANS-** If you have already purchased the Admission Form, you are supposed to fill the hard copy of the form (at least child's personal details) and duly sign it. This hard copy form should be uploaded while filling the online admission form online. You will be asked to enter the hard copy form number (5-6 digit number mentioned on your hard copy form) after uploading the form online.

13. Will I be again charged for the admission form if I have purchased the Admission form offline?

**ANS-** Once you have uploaded the hard copy form and submitted, it will be checked and verified at the campus level. If it is found valid and accepted, you will not have to pay the online admission form fees again. Otherwise, it will be added to the due amount and you will have to pay the online admission form fees along with the other due fees.

14. After the interview how I will get to know that my child's seat is confirmed, and what is the next step?

**ANS-** After examining the online test and interview, the campus will notify the status of the acceptance or rejection of your application for admission through Email. If accepted, you will have to pay the due fees online. Details and guidelines for

payment are mentioned on the payment page. After the payment of fees, your child will be allotted the seat.

15. How to get the print out of the filled admission form? Do I need to submit the printout once lockdown is over?

**ANS-** After filling the complete form (till Part 3) and submitting it, you will get an option of "Print Preview". You can save the form in PDF format and also get the print out of the same by clicking the 'printer' icon on the form.

No, you are not supposed to submit the printout of the admission form filled online. Once submitted, it is already in the school records.