

FREQUENTLY ASKED QUESTIONS REGARDING THE ONLINE ADMISSIONS-

UNAVAILABILITY OF DOCUMENTS

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

ANS-The documents will not be required immediately. However, the document will be required for verification after the child is admitted.

FEE RELATED QUERIES

1. What online fee payment options are available?

ANS- The fee can be paid online through the following options:

- Credit Card
- Debit Card
- Net Banking
- UPI (*BHIM, Phone Pe, Google Pay, PayTm, WhatsApp or any other UPI*)

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 2021.

3. Will application fees be charged for new students?

ANS- Yes, application fees will be charged for new students.

4. Will application fees be charged for Inter campus transfer?

ANS- Yes, application fees will be charged for Inter campus transfer.

5. Will application fees be charged if my ward is an existing student of the same campus taking admission in class XI?

ANS- No, application fee will not be charged for existing students of the same campus taking admission in class XI.

6. Will Admission fees be charged for new students?

ANS- Yes, Admission fees will be charged for new students.

7. Will Admission fees be charged for Inter campus transfer?

ANS- No, Admission fees will not be charged for Inter campus transfer.

8. Will Admission fees be charged for existing students taking admission in class XI?

ANS- No, Admission fee will not be charged for existing students taking admission in class XI.

9. Will caution money be collected from new students?

ANS- Yes, caution money will be collected from new students.

10. Will caution money be collected in case of inter campus transfer?

ANS- Yes, caution money will be collected in case of inter campus transfer.

11. Will caution money be collected if my ward is an existing student of the same campus taking admission in class XI?

ANS-No, caution money will not be collected from existing students of the same campus taking admission in class XI.

12. 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.

13. Is any other mode of payment available for Application Fee Payment?

ANS- If you have not purchased the Hard Copy Application Form from the campus, only Online mode of Payment is available.

14. Is any other mode of payment available for Admission Fee Payment?

ANS- If not paying online, you can pay the Admission Fee at the campus your child is admitted to.

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

ANS- Yes, you will receive a confirmation once the fee is paid.

16. The Fee was deducted from my account but is not reflected in my dashboard.

ANS- No need to worry. You can re-login and the payment status will be reflected on your dashboard. In case the issue is not resolved, you can contact the campus.

MISCELLANEOUS

1. Whom should I contact in case of any help?

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

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. Will I be able to change my campus preference after registering?

ANS- You can change your campus preference after registering. However, you will not be allowed to change the campus preference once you have submitted the application fee.

4. I forgot my password for login. What should I do?

ANS- No need to worry. You can click on the Forgot Password option on the login page. A link to reset your password will be sent on your registered email ID. Please note that this link shall remain active for a duration of 24 hours only.

5. 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.

6. 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 change made in the admission form, has to be supported by proper legal documents that are approved and accepted by law.

7. 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 incharge of the section. However, as soon as the school reopens, you will be required to submit a copy of the relevant report cards for reference as supporting documents.

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

ANS- 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.

9. How will I submit the documents?

ANS- The Documents need to be uploaded online when applying for admission and copies are to be submitted before when informed by the school .

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

ANS- The designated incharge will contact you after checking and scrutinizing your admission form and then take an online test and interview of the student and the parents.

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

ANS- The school does not provide/sell any books or stationery.

12. 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.

13. 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 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.

14. 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.

15. 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.

16. How to get the printout of the filled admission form? Do I need to submit the printout of the admission form?

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 present in the school records.