

MONTFORT SCHOOL, AMBIKAPUR
RULES AND REGULATIONS

1. Admission to Montfort School, Ambikapur implies on the part of the pupil and the parents / guardians willingness to comply with the requirements, rules and regulation of the institution.
2. If the parents / guardians want their ward's TC back after taking admission in any class or after paying / depositing the admission fee, the school will not refund any amount or documents but a transfer certificate will be issued by the school.
3. Registration & Admission Form along with all required documents should be submitted at the time of admission. If not then the student will not be allotted his / her admission number on time.
4. Students, whenever they come to school must wear the school uniform prescribed for the season. Those who are not dressed in the school uniform may be excluded from the school / class or even sent back home.
5. Irregular attendance, habitual idleness, neglect of home-work, disobedience and disrespect towards the members of the staff or bad moral influence will lead to dismissal. The students are responsible to the school authority for their conduct both in and out of the school.
6. Repeated absence without leave or absence for more than six (6) consecutive days, renders a student liable to have his / her name struck off the admission rolls.
7. Any student found resorting to unfair means in any examination will not be allowed to write the rest of the papers in that semester and will be treated as having received no credits in the examination.
8. Students are not allowed to be absent on the closing day / re-opening day or whenever there is a school function.
9. The school will provide conveyance on specified routes, until sufficient public / private conveyance become available on these routes.
10. Students are not allowed to drive / ride vehicles, motor-cycle, scooty, etc. to come to the school for safety reasons.
11. Merit is the sole criterion for admission. Admission is done on the basis of a written test/interview/interaction. The decision of the Principal will be final and binding on all.
12. School fees are deposited in the bank / online payment. The rates of fees are subject to change from time to time due to the increasing cost of maintenance.
13. Those seeking admission to Lower Kinder Garten (LKG) should complete three (3) years on 1st April in that year at the time of admission. The age requirement for other classes will be on the basis of the above Date of Birth once entered will not be changed later.
14. Parents / Guardians and students are bound by the rules and regulations laid down in the Students Hand Book / Diary and prospects.
15. Special arrangements for examination cannot be made for students, who for any reason are absent from any of the tests / examination.
16. Absence / Leave in any tests / examination will be treated as having received no marks in it.
17. For promotion to next class 90% attendance is necessary and compulsory.
18. Student's details (***Student's name, Father's Name, Mother's name & Student's Date of Birth***) must match/be similar to the previous school's TC.
19. Student's passport size photo in school uniform must be pasted in the admission form.
20. If admitted, I agree to abide by the above rules and regulations.

DATE :/...../.....

GUARDIAN

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SIGNATURE OF THE PARENT /

NOTE : DOCUMENTS TO BE ATTACHED WITH THE REGISTRATION & ADMISSION FORM

1. Xerox of child's Birth Certificate
2. Xerox of child's Aadhaar Card
3. Xerox of last year passed class report card
4. Original School Transfer Certificate (TC)