



PODDAR BRIO INTERNATIONAL SCHOOL –(CBSE)

A CBSE Affiliated Senior Secondary Co-Educational English Medium School

Poddar Evergreen Complex, Near Juveli Bridge, Kalyan- Karjat Rd, Badlapur (E) 421503

Website: www.poddarbrioschool.com | Email ID: poddarbrio@gmail.com

Telephone no.: +91-7744912000/3000/4000

Admissions for the year 2024-25 (Nursery to Grade 9)

1. Seat Availability

Total Seats (Nursery):

180 seats.

2. Eligibility Criteria Nursery

- Age: All children including siblings completing 3 years of age till 31st December 2023.
- The child must have accomplished and attend the major developmental milestone with age.

3. Admission to Other Grades (Junior KG to Grade 9)

- Parent seeking admission to grades other than Nursery, please note the admission will be considered on first come first serve basis and on the availability of seats.

3. Online Form Filling and Submission

- Online form filling will be close by **31st March 2024**.
- Forms can be filled by **ALL ELIGIBLE** student candidates as per the information mentioned above by paying Rs.500/- per form.
- To complete the Online Admission form filling process kindly follow the below mentioned steps:
 - To generate an Online Enquiry click here (https://poddarbrio.myclassboard.com/EnquiryForm_Custom/EDED5A1A-AFC3-4F61-8A01-54173656F5DF/1)
 - A detailed fee structure and the "Online Admission Application Form link"*** will be emailed on the provided email address.
 - To proceed with the Admission process, parents along with the student are supposed to visit school campus for an Interaction / Assessment process.
 - After the Interaction / Assessment of the student is done, parent can proceed with the Admission Application process. This process can be accomplished online as well as offline.
 - Parents can visit school with the "List of Documents" mentioned in this Guidelines for the "Offline Admission Process".
 - The Online Admission Form can be filled using the "Online Admission Application Form Link"***. It consists of Application Form, School/College Policies and Application Fee payment. (*Using a Laptop or a Desktop will be suggested while filling the Online Admission Application form*)
 - You may upload all the required documents in the application form and fill in the details in the Application form tab.
 - School/College Policies are to be read and accepted by the parent by clicking on the tick box.
 - The form will allow you to pay the Application form fee i.e. of Rs.500/- at the end.
 - After the Admission Application form is submitted, the same will be verified by us along with the softcopy documents. In case of "Offline Admission Application", hardcopy documents will be necessary.

- Next a fee payment link will be emailed on the provided email address under father's email address wherein the One Time Admission Fee as well as the 1st Installment of Tuition fee is to be paid.
- Finally an email Admission confirmation will be provided.
- **IMPORTANT:** Please note, all the listed documents are also to be mandatorily submitted in hardcopy at the school office after the completion of the Online or Offline Admission process. However if the mandatory documents are not submitted on the stipulated time, the school can cancel the admission due to non-submission of mandatory documents at its discretion.
- **“List of Documents”** required at the time of Admission:
 - Copy of the passport for international students
 - Original Birth Certificate (For Admissions from Nursery to Grade 1)
 - Original School leaving/Transfer/Migration certificate of previous school. (For Admissions for Grade 2 onwards)
 - One certified copy of the Final Exam Result of the previous year.
 - One certified true copy of the School Report card of the current class (In case of students joining mid-session)
 - Photocopy of residence proof (Electricity Bill/ Telephone Bill/Unique ID/Passport/Rental agreement)
 - Photocopy of the Aadhar card of the student
 - Photocopy of the Aadhar card of both the parents.
 - Photocopy of Caste certificate if applicable
 - Student Medical Form attested by Medical practitioner and Parent consent form for School Terms & Conditions. Click the following link to download and print these forms:
<https://cdndatacorp30.myclasboard.com/HandBookImages/7/12022/2401221044090227.pdf>
 - Student's passport size photograph X 1
 - Parents (Mother & Father both) passport size photograph X 1 / each parent
 - Results of any special evaluations or test conducted pertaining to child's aptitude or psychology

4. Admission Process

- Seats will be reserved for **Siblings (up to 2nd child)** of our existing students who fall in the right age group and who have completed the application process as per schedule given above.
- **Cousins Will Not** be considered as siblings. However, preference will be given to cousins as per the availability of seats.
- Following this all other seats will be filled as per **Random Selection** or Lottery System subject to availability of seats.
- Parents are requested **Not** to consider the seat as allotted till the **Admission Confirmation Email** is received.
- Parents need to submit the requested documents in hard copy within 7 working days after the admission confirmation email. The documents like school leaving certificate / transfer certificate and previous year marksheet need to be submitted on or before 30-June-2024.

5. Short Listed Candidates

- Short listed students will get notification within 2 working days on the Email specified while submitting the enquiry form.
- The notification email will contain the information about the submission of filled form and payment of fees.
- Admission will be confirmed only after payment of fees.

- Fee payment can be either done with the help of “Fee Payment link” sent after the successful submission of Admission Application form or “Online Fee Transfer” can be done to the School’s Bank Account:

Beneficiary Account Name: Poddar Brio International School Collection Account

Bank name: ICICI Bank

Branch: Borivali SV Road

A/c No.: 101605001199

A/c type: Current account

IFSC Code: ICIC0001016

In case of “Online Fee Transfer” kindly fill in the following Google link
<https://forms.gle/Uo14UKxutYvY2Yps7> and acknowledge the fee transfer.

[Filling the Google form is mandatory]

- In case fees are not paid as per the schedule, the admission stands cancelled and the school will be free to allot the seat as per its discretion.

Kindly note any queries related to admission process can be mailed to admissions@poddarbrioschool.com



Mrs. Rashmi Singh

(Principal)

Poddar Brio International School



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TERMS & CONDITIONS:

We/I as parents/guardians understand that admission is granted to students at PODDAR BRIO INTERNATIONAL SCHOOL on the following terms and conditions:

1. Students should fulfill the academic standards, bear a good moral character and in sound health.
2. **Only after submission of all the mandatory documents, Admission shall be considered confirmed until which it shall be under “Provisional” status. School holds the authority to cancel your ward’s admission in case of non-submission of mandatory documents. No fee refunds shall be applicable for such cases.**
3. In case of Admission cancellation request within 7 days, 50% of the paid fee will be refunded (**Note:** 7 day refund policy is **Not applicable** on One Time Admission Fee). Beyond 7 days there will be no refund request processed.
4. It is the responsibility of the parents to pay the fee term wise within the stipulated timeline, failing which a late fee fine will be charged as per the rules of the school.
5. Application for Admission withdrawal after the completion of Academic year should be submitted by the last week of February failing which 1st Term of fee of next Academic year will be applicable for the issuance of Leaving Certificate (OR Returning of original Birth Certificate in case of Pre-Primary grades).
6. For the Admissions cancelled at any time during the year, refund of paid school fees or concession or waive-off of fees for unattended term will **NOT** be applicable.
7. Admission granted for Grade 2 onwards will be considered as “provisional admission” till the submission of the latest marksheet along with the Original Leaving Certificate from the previous school before the end of June of the year of admission. Admission is subject to a passed and promoted certificate from the previous school.
8. Submission of a valid Aadhar Card photocopy of student incase of Aadhar needs to be updated is mandatory.
9. The rules of the school are applicable to all students and may be modified from time to time as needed.
10. The Management reserves the right at any time to refuse or grant admission. The Management may also request withdrawal of a student, if in their opinion, such a course is necessary.
11. Parents are expected to cooperate & consent school for taking group or solo photographs of their ward/s while performing school activities and should allow school to use these photographs in the any kind of awareness activities for promoting good practices of school.

SCHOOL TERMS AND CONDUCTION:

- Admission sought and applied during the middle of the academic year for cases like transfer, etc., kindly note that the entire school fee will be applicable to be paid during the time of admission.
- All the important communication from school will be sent through email and will be uploaded on school ERP portal (MyClassBoard), so parents are instructed to provide their correct email address and phone number to avoid any missed communication.
- Kindly update any changes in the email address or phone number or residential address in a timely manner to the school at poddarbrio@gmail.com to avoid any missed communication.
- Registered email ids and the school ERP (MyClassBoard) portal should be checked on daily basis by the parents (certain official and urgent information may come only through email). School will not be responsible for any missed communication by the parent).
- There could be short notice meetings arranged by the school due to unavoidable situation hence parents need to regularly check for such intimations on their registered email ids.
- All kinds of requests comprising preparation of school official document for students or document attestation by principal, etc. should be formally emailed to school at poddarbrio@gmail.com , the processing time for these requests shall be 7 working days. No short notice requests shall be processed.

- All the official document collection and submission should be done in person by the parents.
- Admission withdrawal request shall be subject to school policies.
- 90% student attendance for entire year during Online or offline sessions is mandatory.
- School fee should be paid timely and no request in any delay in fee payment schedule apart from the predefined schedule by the school shall be processed.
- Submission of journal / project / assignment / worksheet / in a timely manner is mandatory; failing which a strict disciplinary action may be initiated.

ZERO TOLERANCE POLICY:

- Students should not be involved in any kind of disruptive activities and bullying.
- No use of inappropriate gestures and body language.
- No use of objectionable, disrespectful and abusive language.
- No attempt towards deliberate damage to the school property.
- Should not carry any dangerous or hazardous items to school that may jeopardize the health and safety of other students and school staff.
- Student should not leave the school premises without official notification or permission during school hours.
- Student should not come unprepared or without proper materials, notebooks and textbooks as per the time table.
- Student should not carry mobile phones, personal laptops, camera, tabs or any other electronic gadgets.
- Student should not use school computers for surfing or accessing social networking websites or applications.
- The school has the sole right to take disciplinary action and dismiss student, if need be, whose behaviour and conduct may be found to be inappropriate and progress in studies consistently unsatisfactory.
- Bullying fellow students or any person in school campus if noticed by school authorities may lead to immediate disqualification & cancellation of admission.
- Use of derogatory statements against any staff member or school using any platform may invite strict disciplinary action against the candidate.

School has a fair Admission policy. Admission are granted on merit and first come first serve basis only. No third person intervention is allowed for admissions in our school.