



Admission and Withdrawal

1. Admissions to St. Norbert School are restricted by certain government regulations and by condition of age, mental attitude, ability and conduct of the candidate. Applicants for admission will be interviewed, tested and admitted to the standard they are found fit, according to the vacancies available.
2. Every candidate for admission to the school must be introduced in person by the parents / guardian who will be responsible for his / her progress in studies, conduct, discipline and payment of fees.
3. At the time of admission, submission of the following documents is mandatory:
 - a) Copy of Birth Certificate
 - b) Two passport size photographs
 - c) Transfer Certificate from the previous school (Admission will be confirmed only after the submission of the TC)
 - d) Copy of Progress Report Card of the lower class in which the student studies last.
 - e) Copy of Aadhar card
 - f) A certified copy of the Caste Certificate (if the student belongs to SC / ST / BC)
 - g) Copy of passport/visa (For Foreign Nationals Only)
4. The school authorities reserve the right to refuse admission to a pupil without assigning the reason.
5. If admission procedures are not completed before the due date, admission to that class/grade will be forfeited.
6. The fees once paid will not be refunded even if the pupil, for any reason, shall leave the school immediately after admission.
7. T.C will be issued only when the parent applies for it in the prescribed form and after all the dues are cleared and the library books returned. Notice of withdrawal must be given in writing at least one week in advance.

Dismissal

A Student may be dismissed on the following grounds:

1. Disregard the moral ethics of the School.

2. Unauthorized continuous absence of 15 working days will involve the removal of the pupil's name from the rolls.
3. Malpractice in connection with examinations
4. If the conduct is harmful to other students.
5. If student's diligence or progress in studies is constantly unsatisfactory or whose parents show little or no interest in the progress of their ward.

Fees

1. The fees are to be paid in three installments as instructed by the office before due dates.
2. Extra Bank charges for outstation cheques will have to be borne by the payee.
3. A late payment fee will be levied for a fee payed after the due date.
4. Fees once paid will not be refunded on any account.
5. The receipts of payment should be kept and produced when required.