

**THE ORCHID SCHOOL**  
Baner, Pune

Date: 14.02.19

Circular No. TOS/FRO/CIR/FS/18-19/34.1

**Circular for Provisional Admission in STD XI: Science Stream: 2019-2020**  
**Schedule for Provisional Admission Std XI:**

	Dates	Event	Remarks
1	11th Feb 2019  to 15 <sup>th</sup> Feb 2019	<b>Offline Registration at School office</b>	<ul style="list-style-type: none"> <li>Understand the process of Admission from Admission Incharge</li> <li>Time: 9 to 4 pm</li> <li>Document verification (read eligibility criteria) Get LRC and Family meet – Date and Time</li> </ul>
2	16 <sup>th</sup> Feb 2019	<b>Admission Process for TOS students</b>	<ul style="list-style-type: none"> <li>Level Readiness Check (LRC) and Family Meet as per schedule</li> <li>LRC Subjects - Physics, Chemistry, Math, Biology and English</li> </ul>
3	17 <sup>th</sup> Feb 2019	<b>Admission Process for Non-TOS students</b>	<ul style="list-style-type: none"> <li>Level Readiness Check (LRC) and Family Meet as per schedule</li> <li>LRC Subjects – Physics, Chemistry, Math, Biology and English</li> </ul>
4	16 <sup>th</sup> & 17 <sup>th</sup> Feb 2019	<b>Admission Declaration</b>	<ul style="list-style-type: none"> <li>TOS Students:16th February 2019</li> <li>Non-TOS Students:17th February 2019</li> </ul>
5	19 <sup>th</sup> Feb 2019	<b>Fee Payment</b>	<ul style="list-style-type: none"> <li>Check Fee Structure</li> </ul>
6	20 <sup>th</sup> Feb 2019	<b>Provisional Admission Confirmation</b>	<ul style="list-style-type: none"> <li>Subject to payment of fees, a mail will be sent for confirmation of Provisional Admission</li> </ul>

**Criteria for Provisional Admission:**

Board	Subject	Term I / Prelim Score	LRC
CBSE / ICSE /SSC / IB /	Mathematics	70% for CBSE students or equivalent percentage/ grade in respective education boards	70 % in Mathematics
	Science	70% in Science / Cumulative Physics, Chemistry, Biology (in all subjects)	70% in Physics, Chemistry, Biology
	English	65 % in English	65 % in English

**Please Note:** A variance of 5 marks in overall calculation of marks in these subjects may be considered.

### Important Note:

- **Subjects:** The subject options available
  - Compulsory subjects: English, Physics, Chemistry, Work Education, General Studies and P.E.
- **Optional subjects:** (any two) – Biology, Math, Informatics Practices
- **Mathematics -LRC and Term 1/ Prelim Scores, if not met with, it will not be offered as optional subject**
- Switching the subjects or change of any subject will not be allowed. Conditions apply.

### Documents to be submitted at the time of Provisional Admission:

- Photocopy of Term 1/ Prelim Result is mandatory when you come for online LRC and Family Meet.
- Recent passport size photograph.
- Birth certificate original or self-attested copy
- Aadhar Card copy for Indian Nationals and Passport copy for foreign nationals.

### Fee Structure:

Sr. No.	Class	Admission Fee (Non-Refundable – One Time)	Annual Fee
1	XI	Rs. 25000/- <i>Non-refundable for TOS students</i>	Rs. 1,30,500/-
2	XI	Rs. 50,000/- <i>Non-refundable for Non-TOS students</i>	Rs. 1,30,500/-

**\*Note:** The total annual fee for Intelligence Surveillance System (IS2) is Rs.7080/- (to be paid in 2 instalments along with fee instalments)

Sr. No.	Class	Admission Fee (Non-Refundable – One Time)	Intelligence Surveillance System (1 <sup>st</sup> instalment)	1st Instalment 60% (to be paid at the time of Provisional admission)	Total to be paid at the time of Provisional Admission	2nd Instalment (40% annual fee) + IS2 in the month of October 2019
1	XI	For TOS Students: Rs. 25000/- Non – refundable to be paid at the time of Provisional Admission	3540/-	Rs. 78,300/-	Rs. 78,300 + Rs. 25000+ Rs. 3540 = Rs.1,06,840/-	Rs. 52,200+ Rs.3540/- = RS. 55,740/-
2	XI	For Non-TOS students: Rs. 50,000/- Non-refundable to be paid at the time of Provisional Admission	3540/-	Rs. 78,300/-	Rs. 78,300 + Rs. 50000+ Rs. 3540 = Rs. 1,31,840/-	Rs. 52,200+ Rs.3540/- =Rs. 55,740/-

- Intelligence Surveillance System (IS2) will help the school to monitor the safety and security of the students while they are in the school premises and is compulsory. The details of IS2 can be checked through the link: <http://www.theorchidschool.org/Circular/article/1442#>

**Payment schedule:**

- Payment of fees can be done through following ways:
  - Demand Draft/ Pay order.
  - Online Transfer – through school web portal – [www.fees.theorchidschool.org](http://www.fees.theorchidschool.org)
  - Cheque – acceptable only for HDFC bank.
- In all situations, at any given point of time, if withdrawal of admission takes place the refund will be applicable, as per the school policy.
- **If the student leaves school in the middle of the academic year, then he/she must pay full fees for that academic year.**

Fees include:	Fees do not include:
<ul style="list-style-type: none"> <li>• Regular CBSE course studies.</li> <li>• Co- Scholastic subject areas namely PE, General Studies and Work Education.</li> <li>• Practical in relevant subjects.</li> <li>• Assessments as per norms.</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform.</li> <li>• Text book and notebooks (Vendor stall will be made available at school venue).</li> <li>• Stationery.</li> <li>• Study Visits/ Exchange Program</li> <li>• CBSE Registration and Examination Fee.</li> </ul>

**Process of provisional to Confirmation of Admission:**

Admission Confirmation happens after the verification of STD X Board results as a formality to be adhered to according to the Admission Policy.

**Documents to be submitted for Confirmation of Admission:**

- Mark sheet of Class X Board Examination – Photocopy (self-attested)
- Transfer Certificate / School Leaving Certificate – original
- Migration Certificate – Photocopy

**Please Note:**

- Failing to meet any of the above criteria will result in cancellation of admission.
- Management reserves all rights for confirmation of admission.
- All Admissions are subject to availability of seats.

**Important Dates:**

- **Academic Session begins: 3<sup>rd</sup> June 2019 (Monday) for regular academic year.**
- Foundation Course will be conducted by Subject Matter Experts for Section I1 and I2.
- If students miss the Foundation Course because of any reason, this course will not be repeated, nor will its content and course material be made available.

### School Timing:

Time/Days	All Sections of Class XI
Time (Mon-Fri)	8:30 am to 3:00pm
Saturday	9:00 am to 1:00 pm

- No negotiations will be allowed regarding school timings and number of minimum expected working days (75% as per CBSE norms) even if the student has enrolled for other coaching classes.
- Transport facility is available on select routes.

### Details for Provisional Admission (Important)

- Please Note: This process is only for those parents who are seeking provisional admission (who are unable to come in person for the admission process) for out stationed parents.
- Via this process seat can be kept on hold for your ward by paying the prescribed fee which is refundable only as per school policy.
- Following is the Process for Obtaining Provisional Admission:

- Send us the scanned copy of Mid Term Marksheet via email on [contactus@theorchidschool.org](mailto:contactus@theorchidschool.org) between 11<sup>th</sup> February 2019- 14<sup>th</sup> February 2019.
- School Authority confirms the registration on checking the eligibility.
- Someone on your behalf (family member/colleague, friend etc.) should come and complete few formalities as follows:

- ✓ Filling in the online admission form in the school premises on the prescribed date.
- ✓ Submit documents (refer documents mentioned above under provisional admission category) and pay necessary fees (as mentioned in the table above).
- ✓ The Admission is confirmed only when the LRC and family meet happens.
- ✓ The admission process must get completed at the earliest for the child to benefit the learning process.
- ✓ If you cancel the admission due to some reason, the refund of your paid fees will be applicable as per school policy. Please refer the link to understand the refund policy: <http://www.theorchidschool.org/Circular/Type/16?archiveld=2016-17>

Prepared By

Approved By

Authorized By

Netre Kulkarni  
Unit Head

Sangeeta Kapoor  
Vice Principal

Namrata Majhail  
Principal