



# DELHI PUBLIC SCHOOL, SHIMLA

(Under the aegis of Delhi Public School Society, New Delhi)

A unit of Koti Educational Foundation

## ADMISSION PROCEDURES, TERM AND CONDITIONS

### 1. REGISTRATION PROCEDURES AND RULES

- Registration forms are to be filled in and submitted to the school office before the end of the registration period.
- Mere issuing of registration form does not guarantee admission. Admission which is subjected to the availability of seats and other procedures.
- Photocopy of birth certificate issued by the Municipal Corporation or concerned civic authority must be attached with the registration form. For class I and above, a Photostat copy of the Report Card of the last examination passed must also be attached with the registration form. If the results have been declared, the admission will be subjected to submission of the documents and till such time the admission granted will be provisional.
- The age criteria for admission from class Nursery to class I will be as followings :

**Nursery : 3 years + as on 31<sup>st</sup> March, 2026.**

**LKG : 4 years + as on 31<sup>st</sup> March, 2026.**

**UKG : 5 years + as on 31<sup>st</sup> March, 2026.**

**Grade 1 : 6 years + as on 31<sup>st</sup> March, 2026.**

### 2. ADMISSION PROCEDURE

#### 2.1 Aptitude Assessment & Interaction :

- There will be an aptitude assessment for students seeking admission from Class I onwards. Only those candidates who clear the assessment will be called for an interaction.
- Results will be displayed on the notice board on the dates specified at the time of interaction.

#### 2.2 Admission Formalities:

- Candidates, whose names are included in the list, should pay the fee by the dates as intimated by the School.
- Parents are requested to carefully fill the Admission Form.
- The date of birth of the child is required to be supported by the birth certificate in original issued by the Municipal Corporation/ Local body as applicable, along with a certified photostat copy thereof. An affidavit or any other evidence is not acceptable in place of birth certificate. It is to be attached with the admission form for class Nursery. For class I and above, Transfer Certificate is to be attached.

### 3. REFUND OF FEES

- A fee once paid is NOT REFUNDABLE for any reason whatsoever.

### 4. WITHDRAWAL RULES

- Application of withdrawal is to be made through a prescribed performa available in the school office. No child can withdraw till a written request from parents is put up. A one month notice period or one month notice fee is required for the withdrawal.
- Clearance must be obtained from the Library In charge and other departments before applying for withdrawal.
- Transfer certificate will be issued after one week of the receipt of the application and clearance of all dues.

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## 5. PROCEDURE FOR FEE PAYMENTS / FEE STRUCTURE

- Quarterly fee will be charged from every student.
- Fee at the time of admission can be paid through a draft / cheque/ on-line in favour of **Delhi Public School, Shimla.**
- The name of the ward, class, admission number and phone number of the parents should be written at the back of the draft / order/ Cheque.
- Fee is payable at the school office between 09:00 a.m. and 02:00 p.m. (during all working days)

### Fee and other charges for the academic session 2026 AT THE TIME OF ADMISSION

PARTICULAR	TOTAL
Registration Fees / Prospectus( Non- refundable) at the time of registration	3,000/-
Admission Fees (Non- refundable) at the time of admission	15,000/-
Security Deposit (Refundable) at the time of admission	2,000/-
<b>TOTAL</b>	<b>20,000/-</b>

(Payable in Three Installments)

Tuition fee and Annual Charges for Pre- Primary Classes (**Nursery to UKG**)

Tuition fee Rs. 4100/- Per Month and Annual Charges Rs. 1375/- Per Month

PARTICULAR	TUITION FEE	ANNUAL CHARGES	TOTAL
(1 <sup>st</sup> Installment) Payable by 10 <sup>th</sup> of April	18,325/-	5,500/-	<b>23,825/-</b>
(2 <sup>nd</sup> Installment) Payable by 10 <sup>th</sup> of June	18,325/-	5,500/-	<b>23,825/-</b>
(3 <sup>rd</sup> Installment) Payable by 10 <sup>th</sup> of October	12,550/-	5,500/-	<b>18,050/-</b>
<b>TOTAL</b>	<b>49,200/-</b>	<b>16,500/-</b>	<b>65,700/-</b>

Tuition fee and Annual Charges for Primary Classes (**I to V**)

Tuition fee Rs. 4250/- Per Month and Annual Charges Rs. 1375/- Per Month

PARTICULAR	TUITION FEE	ANNUAL CHARGES	TOTAL
(1 <sup>st</sup> Installment) Payable by 10 <sup>th</sup> of March	19,000/-	5,500/-	<b>24,500/-</b>
(2 <sup>nd</sup> Installment) Payable by 10 <sup>th</sup> of June	19,000/-	5,500/-	<b>24,500/-</b>
(3 <sup>rd</sup> Installment) Payable by 10 <sup>th</sup> of October	13,000/-	5,500/-	<b>18,500/-</b>
<b>TOTAL</b>	<b>51,000/-</b>	<b>16,500/-</b>	<b>67,500/-</b>

Tuition fee and Annual Charges for Post - Primary Classes (**VI**)

Tuition fee Rs. 4500/- Per Month and Annual Charges Rs. 1375/- Per Month

PARTICULAR	TUITION FEE	ANNUAL CHARGES	TOTAL
(1 <sup>st</sup> Installment) Payable by 10 <sup>th</sup> of March	20,000/-	5,500/-	<b>25,500/-</b>
(2 <sup>nd</sup> Installment) Payable by 10 <sup>th</sup> of June	20,000/-	5,500/-	<b>25,500/-</b>
(3 <sup>rd</sup> Installment) Payable by 10 <sup>th</sup> of October	14,000/-	5,500/-	<b>19,500/-</b>
<b>TOTAL</b>	<b>54,000/-</b>	<b>16,500/-</b>	<b>70,500/-</b>

Quarterly fee will be due for payments by the 10<sup>th</sup> of above mentioned months. A fine of Rs 50/- per day will be levied thereafter. In case where the cheque issued for any payment is dishonored by the bank for reason of insufficient funds, a penalty of Rs. 500/- will be charged and if dishonored due to any other reason, a penalty of Rs 200/- will be charged.

**Note:**

- Only the registration form should be submitted at the time of Registration. Admission forms and other forms are required only after the child has been granted admission.
- Kindly keep a photo copy of all the forms for your record.

**Disclaimer:** All the above terms & conditions are subject to amendment from time to time as per the decision of the school Management. Their decision will be final and binding for all matters pertaining to the school.

**Together we will achieve new heights!**

Teachers and parents must work in tandem for the growth and development of a child. They must create an environment that builds a child's intellectual emotional and physical wellbeing. Through a teacher can weave magic in a child's life, parents are equally responsible for magnifying their growth and development. Working as a team and understanding the importance of teamwork can wonders for a child's future.

