

ST. JOSEPH'S CONVENT SCHOOL ROURKELA
INSTRUCTIONS FOR NURSERY ADMISSION 2025-26

**School Office Phone Number: 2642379, 8895269521,
9337799318**

(9:00AM to 12:00 NOON ON WORKING DAY)

The age criteria for admission

Nursery : - Age 3 +

L.K.G :- Age 4 +

U.K.G :- Age 5+

1. ONLINE form will be available from 15th September
2. Online forms will be closed on 22nd October
3. An application that is not filled in correctly will be rejected by the school.
4. **PROCEDURE to download online form**
 - a) Go to School website- <https://stjosephsrkl.org>
 - d) Click on Kindergarten Application form
 - e) Download the form and fill with CAPITAL LETTER and submit the form in school office.And make payment 250/- by Cash

f) Documents to be **attached** along with the form.

- A Copy of Aadhar card
- A medical certificate of fitness
- A recent passport size photograph 3.5 cm X 4.5 cm
- A copy of the birth certificate NAC / MUNICIPALITY only
- Caste certificate in case of candidate belonging to ST / SC / OBC
- **CATHOLIC STUDENTS ARE TO SUBMIT A LETTER FROM THE PARISH PRIEST**

i) After submission there is no possibility of changes.

10. A schedule for interactions with the parents and candidates will be given out on **26th October**.

Interactions for NURSERY are from **29th October** to **1st November**.

11. Original documents of the candidate are to be produced at the time of admission for verification. Failure to do so will result in forfeiture of selection.

12. A selected candidate should produce documents and pay the fees on dates mentioned for admission.

Otherwise, the candidate loses the admission on priority. The admission dates will be informed along with selection list.

13. The Principal meets only the parents / legal guardian of a candidate concerning an admission.
There is no need of any recommendation from anyone. Parents are advised not to get cheated by anyone.

14. School Fees once paid will not be refunded. Preparatory is a separate entity. Hence fees paid here are not applicable to the main school.

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• Admission Fee ₹ 18000/- (*Once at the time of admission*)

• *First Quarter Fee for NURSERY ₹6000 /-*

15. All communication to parents will be through email /SMS only from the school.

• **SCHOOL OFFICE WILL REMAIN CLOSED FOR PUJA VACATION FROM 9th OCTOBER TO 17th OCTOBER**

Principal

St. Joseph's Convent School Rourkela