

**AMBIENCE PUBLIC SCHOOL**  
**A-1, SAFDARJUNG ENCLAVE NEW DELHI 110029**

**ADMISSION PROCEDURE as per Directorate of Education**

**Circular No.F.DE.15(172)/PSB/2016/27777-788 dated 26/11/2018**

1. Fees to be paid in favour of **Ambience Public School** from **05/02/2019** to **12/02/2019** (for the First List of Selected Candidates) between **09:00 am to 03:30 pm (Lunch break 01:30 to 02:30 pm)**
2. Kindly come with the following documents:
  - a. **Birth Certificate** issued by the Municipal Corporation (**Original Certificate will be submitted to the school**)
  - b. **Aadhar Card:** As per new CBSE norms (not mandatory).
  - c. **Proof of residence** Passport / Registered Lease Deed / Electricity Bill / MTNL Bill / Water Bill / Electoral Card / Aadhaar Card or UID issued in the name of any of the parents
  - d. **In case of Sibling** – Fee receipt of the sibling studying in Ambience Public School
  - e. **Alumni** – School Leaving Certificate of any of the parents
  - f. 2 photographs of the child and two each of the parents (passport size)
  - g. Medical Fitness Certificate

**3. Withdrawal Policy:**

In case a child is withdrawn after admission, the fee will be refunded after deducting admission charges and 1 month's tuition fee in lieu of one month's notice. The refund cheque will be made after 15 days