

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

Revised ADMISSION PROCEDURE as per **Directorate of Education** circular dated **23.01.2017**

1. Fees to be paid in favour of Ambience Public School from 7th March 2017 to 10th March 2017 (for the First List of Selected Candidates) between 09:00 am to 01:00 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. As per new CBSE norms, **Aadhar card** is required.
 - 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 photograph 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In case a child is withdrawn after admission, the fee will be refunded after deducting admission charges and 1 month's tuition fee in lieu of one month's notice.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