


Information Updated on : 1st December 2022

 Saupin's School, Mohali A Minority Educational Institution Admission Schedule For L.K.G To VIII 2023-24	
Admissions Subject to Vacancy	
Availability of forms (free of cost) at school counter	From 1 st December 2022 School Office will remain closed for winter vacation from 24 th December to 31 st December 2022
Registration fee (Non-refundable)	Rs.100 at the time of submission of form
Age Criterion For L.K.G.	
Date of Birth must be between	1 st Oct. 2018 and 30 th Sept. 2019
Admission Criterion	
Preference will be given to applicants in this order:	
1	Applicants of the Christian Community
2	Wards of Teachers/Staff of Saupin's School
3	Siblings of Present Students
4	General: Preference to those residing nearest to the school, sector / phase wise.
There will be NO draw of lots	
Documents required at the time of submission of completed Registration form (Self-Attested)	
1	Photocopy of proof of Christian community (for applicants under Category1)
2	Photocopy of applicant's birth certificate.
3	Photocopy of proof of residence (Present)
4	One recent passport size photograph pasted at the given place.
5	Photocopy of Aadhar Card (if available) (Father, Mother, Child)
6	Declaration of income of family from ALL sources accompanied by latest copy of: Income Tax Return(s) (Computation of Income from all sources) Acknowledgement of above ITR(s)
7	Previous School Report Card (UKG and above)
8	Transfer Certificate from Previous School (UKG and Above)
9	Certificate of Home Schooling (LKG)
INCOMPLETE FORMS are liable to be rejected.	
Original documents will be checked at the time of Admission.	



FEE STRUCTURE-2023-24
FOR NEW ADMISSION (Per Quarter)

Category of Fees	Nursery	LKG to 1st	2nd	3 to 5	6th to 8th
Admission Fee (One time , Non Refundable)	22390.00	22390.00	22390.00	22390.00	22390.00
Caution Money (One Time Refundable)	16965.00	16965.00	16965.00	16965.00	16965.00
Tuition Fees Per Quarter	20340.00	22047.00	22770.00	23490.00	23850.00
TOTAL	59,695.00	61,042.00	62,125.00	62,845.00	63,205.00

Note –

1. Fees are to be paid as follows

Quarter	Last Date
1 st quarter (April, May, June) at the time of admission (for new comers)	At the time of admission
2 nd quarter (July, August, September)	10 th July
3 rd quarter (October, November, December)	10 th October
4 th quarter (January, February, March)	10 th January

2. A late fee of Rs. 10/- per day will be levied if fees are not paid by the due date. If the last day for payment of fees falls on a holiday, the next working day will be considered the due date.
4. Payment of fee is the responsibility of the parents and reminders are just a courtesy.
5. No interest is payable on Caution Money deposited.
6. Fees once paid will not be refunded.