COMPREHENSIVE ADMISSION POLICY (CAP) 2015 -16

**Parent’s Requisition Form – Online**

**Step-1:**
- Download Parent’s Requisition form at www.velammalvidhyashram.edu.in

**Step-2:**
- To submit the duly filled in Parent’s Requisition form to Admission Coordinator within 3 working days on the payment of registration fee by cash.
  - Pre-School to Sr. KG Rs. 500/- and Grade I to Grade XI Rs. 500/-

**Step-3:**
- Submission of duly filled in Parent’s Requisition form in admission office.

**Parent’s Requisition Form – Offline**

**Step-1:**
- To choose the correct registration counter.

**Step-2:**
- Admission Coordinator to record student’s basic data (Name, class and Mobile number) in the registration notebook and also fill up office use only in the registration form.

**Step-3:**
- To submit the duly filled in Parent’s Requisition form

**Step-4:**
- To collect the bag with the following materials on registration:
  - **For Velammal Vidhyasharam:** Hall ticket cum Acknowledgement, NewGen park profile, Velammal Vidhyashram Profile, Guidelines for parents, Receipt of Registration and Fee Structure.
  - **For Pre-Primary:** Hall Ticket cum Acknowledgement, NewGen Park Profile, Velammal Vidhyashram Profile, Bloomingdale Profile, Receipt of Registration and Fee Structure.

**Step-5:**
- Students to appear for **Assessment of Basic Competency (ABC):**
  - Pre-School, Jr.KG, Sr.KG and Grade I : Informal Interview.
  - Grade II to Grade IX : Objective and Descriptive Test.
  - Venue: For CBSE Students in Velammal Vidhyashram.

**Step-6:**
- Date of Assessment of Basic Competency for CBSE:
  - Pre-School, Jr.KG, Sr.KG and Grade I : _____________________
  - Grade II to Grade IX : _____________________

**Step-7:**
- Declaration of Results of ABC on Notice Board at 2.00 pm.
  - Pre-School, Jr.KG, Sr.KG and Grade I : _____________________
  - Grade II to Grade IX : _____________________

**Step-8:**
- If selected, parents to collect the Admission Registration Slip (ARS) with hologram affixed on it. Admission slip without hologram will be invalid.

**Step-9:**
- To pay the advance fee for the registration of admission only at the fee counter on or before ________________.

**Transport**

- Parent to contact the school transport co-ordinator for Confirmation of Route, Transport fee & Transport Application Form.
- Contact Mobile Number: **8939826452**