

ADMISSION

1. Admission of children of serving Air Force personnel is to be made at any time during the academic session, subject to the stipulation laid down by CBSE for classes IX – XII.
2. Admission of Army, Navy, Para-Military Forces and civilian children to Air Force Schools is not to be at the cost of Air Force children. They are to be admitted subject to vacancies after admitting all Air Force children, catering for mid-session admissions on transfers and after admitting 25% students under RTE.
3. Children of Foreign Nationals/NRIs may be admitted only after seeking the prior written concurrence of the Executive Vice-Chairman, after due scrutiny and recommendation of the Secretary CSMC.
4. **Admission Priority.** Admission to Air Force Schools will be in the following priority:-
 - (a) **Priority I.** Children of serving and deceased (whilst on active service) IAF Officers, Airmen and NCs(E).
 - (b) **Priority II.**
 - (i) Children of serving Air Force School staff (whose spouse is not a serving Air Force Officer, Airman or NC(E)).
 - (ii) Children of serving DSC personnel posted to Air Force units.
 - (iii) Children of serving civilian staff of Air Force units paid out of Defence Services Estimates.
 - (iv) Children of serving NPF employees.
 - (v) Children of serving civilian MES personnel.
 - (c) **Priority III.** Children of Air Force Officers, Airmen and NCs(E) who have superannuated from service.
 - (d) **Priority IV.** Children of Air Force Officers, Airmen and NCs(E) who have left service on Premature Separation from Service (PSS) or on completion of period of Regular Engagement (RE), before the age of superannuation.
 - (h) **Priority V.** Biological/legal grand-children of serving and retired (both superannuated as well as those who have gone out on PSS/completion of RE) Air Force Officers, Airmen and NCs(E).
 - (f) **Priority VI.** Children of serving Army/Navy/Para Military Forces personnel, GREF and TA.
 - (g) **Priority VII.** All other children, including children of foreign nationals/NRIs.

Note: All Air Force Schools are to reserve 25% vacancies in Class I for children under the RTE Scheme.

5. Age Limit. A child should have **completed** the following age as on 01 April of the academic year in which admission is sought to the classes mentioned below :-

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|-----|---------|----------|
| (a) | LKG | 04 years |
| (b) | UKG | 05 years |
| (c) | Class I | 06 years |

6. Minimum age at the time of admission to other classes will accordingly be calculated as per the above stipulation. Children born on or before 01 April would be deemed as having attained the requisite age. No age waiver will be granted.

7. Proof of Age. Any of the following documents are to be accepted in original as proof of age:-

- (a) Birth certificate issued by Military/Civil Hospitals as well as by Municipalities/ Village Panchayats.
- (a) In case of Defence personnel, POR extract duly signed by Unit Adjutant is also required.

8. Change in Date of Birth. Once recorded in the School register, change in date of birth is to be accepted only with a certificate from Registrar of Births/Deaths and original newspaper clipping notifying such change. Defence personnel will also have to produce a POR extract, signed by unit Adjt regarding the change of date of birth.

9. Change in Father's/Mother's Name. No change in name of father/mother is to be accepted in case of adoption or re-marriage of either parent if the person originally named as father/mother in School records is still alive. In such cases, notarised written consent of such separated originally named father/mother is to be submitted to the School. However, in case of adoption from Children's Home or in case of death of either parent, School will accept change of parents' name on production of adoption/death certificate.

10. Admission on Transfer Certificate. Students coming on transfer with TC from an Air Force School, as well as students with TCs from non-Air Force Schools, seeking admission to class II and above, will not have to undergo any admission test. In case the School was not an Air Force School, the certificate should be countersigned by the District Education Officer of the district in which the school is located. The endorsement should specifically indicate as to whether it is a recognised School. Air Force School TCs should be countersigned by the ED of the School.

11. Admission to Class I and below. Admission to classes LKG, UKG and Class I does not require a TC and is not to be based on any test requiring prior academic attainment of the student. These should be strictly on the basis of the admission priorities given in Para 4 above. In case of more candidates, SMC is to admit children on lottery basis for each Priority, with all the children of Priority I being admitted before proceeding to consider children of Priority II and so on.

12. Admission without Transfer Certificate upto Class V. Direct admission, i.e., admission without a TC may be made as a special case only upto Class V. If a student who has not previously attended any recognised School applies for admission to any class up to class V, his/her parent/guardian will be required to give a full history of his/her previous education and submit an affidavit to the effect that his/her ward has not attended any recognised School till then. He/She is to also submit an affidavit regarding the exact date of birth of his ward, should produce a birth certificate from the Municipal Corporation where his child was born and a POR extract duly signed by Unit Adjt, in case of Defence personnel.

13. Admission to a Higher Class. A student from a recognised School or a Kendriya Vidyalaya or Air Force School is not to be admitted to a class higher than the one in which he was studying at his former School, except in the case of those who have passed the annual examination and have been promoted to the next higher class from the academic session commencing from 01 April.

Withdrawal & Transfer Certificate (TC)

The school authorities may at any time without assigning reasons to the parents, strike off the name of a child if it is felt / considered in the interest of the school.

07 days notice is to be given for the withdrawal of a pupil in the prescribed proforma which will be issued on demand from the school office.

This notice must be given by Parents / Guardians only.

In case of Defence personnel and Civilians paid out of defence estimates, pay certificate along with category (if applicable is to be submitted along with the withdrawal proforma for issue of T.C.)

The TC will not be issued until all dues are cleared.

No TC will be issued within three (03) months from the date of admission to the school except on extreme compassionate grounds. Documents cannot be withdrawn once the child is admitted to the school.

No representation will be entertained on the above conditions.

FEES

Rules

1. Fees will be **charged quarterly** in advance.
2. Parents **failing to deposit the Tution Fees on the given dates** will be allowed to **pay within 10 days** of the last date given by the school **with fine failing** which the student's name will be struck off the rolls from the Attendance Register.
3. If any **excess amount** is paid in respect of fees, it **will not be refunded** in any case **but adjusted in the next quarter**. Parents are to put in an application for the same. Annual fee is not refundable.
4. The parents are hereby requested to inform the Headmistress of the School in respect of their promotion/upgradation or any change in the payscale at the earliest, failing which their ward will be charged fees with retrospective effect as per the fees Category of the School as and when the school authority comes to know.

No representation will be entertained in such cases at the time of issue of TC while clearing the dues.

5. Only **Caution Money is refundable** on the issue of TC.
6. Students are charged full fees as long as their names are on the rolls. Absence is not taken into consideration. No reduction is made for broken period.

■ Payment of Fees by Various Categories.
as given below:-

The categories for payment of fees are

- (a) Children of serving IAF Officers, Airmen and NCs(E) are to pay fees as per category of parent.
- (b) Children of IAF Officers, Airmen and NCs(E) who die whilst in service are to be given 50% concession in tuition fees of respective category.
- (c) Children of IAF Officers, Airmen and NCs(E) who die during war or operations are to be exempted from paying tuition fees only.
- (d) Children of Air Force School staff, whose spouse is a serving IAF Officer, Airman or NC(E) are to pay fees as per category of serving Air Force parent.
- (e) Children of serving Air Force School staff, whose spouse is not a serving Air Force Officer, Airman or NC(E) but is a Central or State Govt employee and is entitled to Children Education Allowance (CEA) to pay as per corresponding Air Force category.
- (f) Children of Air Force School staff whose spouse is not a Central or State Govt employee and is not entitled to CEA will be exempted from paying tuition fees only.
- (g) Children of serving DSC personnel posted to Air Force units to pay as per corresponding Air Force category.
- (h) Children of serving civilian staff of Air Force units paid out of Defence Services Estimates to pay as per corresponding Air Force category.
- (j) Children of serving NPF employees whose spouse is a Central or State Govt employee and entitled to CEA to pay as per corresponding Air Force category. Children of all other NPF employees to pay as per NC(E) category.
- (k) Serving civilian MES personnel to pay as per corresponding Air Force category.
- (l) Children of Air Force Officers, Airmen and NCs(E) who have superannuated from service to pay fees as per respective serving category.
- (m) Children of Air Force Officers, Airmen and NCs(E) who have left service on Premature Separation from Service (PSS) or on completion of period of Regular Engagement (RE), before the age of superannuation to pay fees as per Non Air Force category.
- (n) Biological/legal grand-children of serving and retired Air Force Officers, Airmen and NCs(E) to pay fees as per Non Air Force category.
- (o) Children of serving Army/Navy/Para Military Forces personnel, GREF and embodied TA personnel to pay fees as per corresponding Air Force category.
- (p) All other children, including children of foreign nationals/NRIs and retired Army/Navy/Para Military Forces personnel, GREF and TA personnel to pay fees as per Non Air Force category.

■ Fees Concession.

- (a) SMC may, at its discretion, grant full or part fee concession to deserving cases by exception only, without compromising on the financial viability of the School. Governing Body may, at its discretion, authorise full or part fee concession to a particular group of students.
- (b) All girl students who happen to be the only child of their parents are exempted from paying tuition fees only. They will pay all other charges. This facility will be withdrawn anytime during their stay in the school if they are no longer the only child.
- (c) Physically disabled students are exempted from paying any fees whatsoever.
- (d) Students admitted under RTE quota/provisions/rules are exempted from paying any fees whatsoever.

■ Transfer Cases. Mid-session transfer cases from Air Force Schools or any other recognised School will be charged tuition and monthly fees from the month in which they are admitted to the Air Force School and not from 01 April. However, they are not to be charged annual charges in the new Air Force School if admitted after 30 November.

■ Refund of Fees. In cases where a student is issued TC due to posting out of the parents or for health reasons or in case of unfortunate demise of the parent/student, monthly charges (including tuition fee) is to be refunded in case the student has paid advance fees and has not attended classes even for a single day for the month(s) for which refund is sought. However, annual charges will not be refunded.