



Bharatiya Vidya Bhavan Kochi Kendra GUIDELINES

ADMISSION TO PRE-KG & LKG - 2023-2024

Parents seeking admission for their children to PRE-KG & LKG 2023-2024 should apply online.
Kindly note the following:-

- **REGISTRATION DOES NOT GUARANTEE ADMISSION.**
- **REGISTRATION FEE IS NON-REFUNDABLE.**
- Age Criterion:

For PRE-KG (2023-2024): Children born between 01.06.2019 and 31.05.2020

For LKG (2023-2024): Children born between 01.06.2018 and 31.05.2019

- Last date for registration is **Friday, 29th July 2022.**
- If the child is found underage/overage, the application will be rejected. The decision of the Management will be final.
- The e-registration Form should be filled in meticulously. Incomplete applications will be rejected.
- Please enter a valid Gmail ID as the admission meeting will be held online using Google Meet. Please sign-up for a Gmail Id in case you don't have one before proceeding.
- The name of the applicant, Date of Birth, father's name, mother's name etc. should be spelt correctly in the form as it appears in the birth certificate. No corrections will be allowed later on.
- All fields marked with an asterisk (*) are mandatory. In case a field is not applicable, you may please mention "Not Applicable" (NA)
- Fill in the details completely and click 'Apply'. A copy of the application form will be sent to the email id of father (registered email-id). Do check the spam folder too.
- Submit the form only once. Wait for the submission status message.
- Payment link for Registration fee (Rs. 500/-) will be forwarded via email along with the soft copy of the Registration Form. Kindly ensure the payment to validate the registration.
- You will receive another email mentioning the date and time for the online interaction meeting. You are requested to check your registered email-id regularly for all notifications related to admission. Do check the spam folder too.
- Admission, if obtained by submitting false data/documents, will be cancelled even at a later stage.
- The Management reserves the right to reject any application for admission without giving any reason or explanation.
- Transport facility is available for Bhavan's Bala Mandir at Elamakkara, Eroor, Kakkanad, Thiruvamkulam and Velloor along the prescribed routes.
- In case admission is not accepted on the date specified, the seat will be offered to the next candidate in the waiting list. No claim for admission will be entertained subsequently.
- Original Birth Certificate and other documents should be produced for verification on demand.
- All documents submitted at the time of admission will become part of school record and will not be returned.
- Request for transfer from one branch to another under Kochi Kendra will not be entertained.

Documents to be attached along with the registration form:-

- a) Passport size photograph of the child.
- b) Self attested scanned copy of Birth Certificate issued by the Corporation/ Municipality/Panchayat.
- c) Proof of Alumni, if applicable. Self-attested scanned copy of X/XII Mark sheet.
- e) For Single Parent, self-attested scanned copy of order of custodianship or any other relevant document.
- f) Self attested scanned copy of Life membership card, if applicable.

Communications through SMS/Whatsapp and email will be forwarded to the mobile number and email id of father.

Intimation regarding further procedures will be communicated to parents through registered e-mail id. Therefore, kindly enter a valid E-mail id (check your spam folder also).

