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Sainik School, Kazhakootam
Sainik School P O
Thiruvananthapuram - 695585

2055/SST/2019

22 Apr 19

Parent of Roll No.(List attached)

ADMISSION TO SAINIK SCHOOL KAZHAKOOTAM – ACADEMIC YEAR 2019 – 20

1. I am happy to inform you that your son/ ward has been selected for admission to Sainik School Kazhakootam for the Academic session commencing from **04 June 19**. You are required to fill-in the acknowledgement form placed at Appendix 'A' to this letter and return the same so as to reach this office on or before 30 Apr 19, failing which, the school would call wait-listed candidates to fill up the seats and admission may be denied to your son/ ward.

2. **Date of Admission & Formalities.** Your son/ ward is required to report to Sainik School Kazhakootam at **0900 h on 04 Jun 19** along with the documents given below for admission formalities. The Authenticity of the documents will be verified subsequently. Any discrepancy found at any stage later will lead to expulsion of the candidates and repayment of all the benefits that enjoyed during the course (including scholarships if any). The Principal, will be arranging scrutiny of the documents and will take necessary measures as deemed fit including confirmation of age through chronological age test to confirm eligibility of a candidate for admission.

- (a) Transfer Certificate
- (b) Date of Birth Certificate issued by the Registrar of Birth & Death (original & a photocopy attested by a Gazetted Officer)
- (c) Health Record as per **Annexure 'A'** (specimen copies are uploaded in school web site)
- (d) Domicile Certificate as per **Annexure 'V'** (specimen copies are uploaded in school web site)
- (d) Annual Progress Report from the previous school attended by the candidate.
- (e) Passport size photograph of the student (04 copies)
- (f) Two Passport size photograph of the parent attested by a Gazetted Officer.
- (h) Anti ragging affidavit duly signed by Parent / Guardian in the on Non- Judicial Stamp Paper of ₹ 100/- duly counter signed by Oath Commissioner / Notary. As per Appendix 'F' (Specimen copies are uploaded in school web site)
- (k) Income certificate of the parents (both husband and wife)
- (l) Serving Defence Personnel must produce a certificate from the Commanding Officer of the unit showing their service details.

- (m) Ex-service Personnel are to produce the attested copy of the Discharge Certificate and a Certificate from District Sainik Welfare Officer as a proof of eligibility as Ex-Serviceman
- (n) Caste Certificate from appropriate Authority for SC, ST Students.
- (o) Attested copy of Aadhaar card (both Parents & student)
- (p) Agreement as per '**Appendix J**' on Non-Judicial Stamp Paper of ₹ 100/- duly countersigned by Gazetted Officer (see school web site)

3. **List of Articles.** The list of articles to be brought by each cadet on the date of joining, for his personal use, at the school is given at **Appendix 'B'** to this letter. Some of these items are available in the unit Run Canteen and Cooperative store at the School. Parents desirous of obtaining items from the school Unit Run Canteen/ Co-operative Society are required to fill the proforma at Appendix 'C & D' and submit to the school on or before 30 April 19.

4. **Payments.** The required amount of fee is to be paid at the time of admission. The fees can be paid in either in one lump sum, half yearly or quarterly as per the tabulation given in **Appendix 'E'** (Uploaded in school website). Following guidelines are to be followed in payment of fees:-

- (a) On reporting for admission the cadet will be allotted a roll number. This Roll Number and Name of the boy should be noted in all remittances.
- (b) Cash will not be accepted in the school office.
- (c) All the payments are to be made by Bank Draft in favour of 'The Principal, Sainik School Kazhakootam' payable at Thiruvananthapuram.
- (d) Subsequent payment of fees can be undertaken on the due dates only as per **Appendix E**. If any of the dates mentioned at Appendix 'E' is declared as Public holiday, the fees could be remitted on the next working day.
- (e) The school will not be sending reminders for the remittance of fees.
- (f) In case the amount of actual Pocket Money expenses exceeds then the deposited amount for a session, the parent will have to pay the excess amount before commencement of the next session.
- (g) In the event of change of address of parents if any, it has to be intimated to the school immediately in writing.
- (h) Non payment of fees on the scheduled dates may make the student liable for withdrawal from the school.
- (j) The Board of Governors, Sainik Schools Society, New Delhi reserves the right to revise the school fees at any time. It will be binding on the parents to pay the fees accordingly. The share of dietary charges being received from the State Government will be credited to the dietary account of each cadet.

SCHOLARSHIP DETAILS

5. Ministry of Defence scholarship for Serving Defence Personnel will be determined based on their Rank. For ex-servicemen, the Rank, which he / she held at the time of their retirement, will be considered. Details of Ministry of Defence scholarships are as under:-

<u>Service Personnel/ Ex-servicemen</u>	<u>Quantum of Scholarship</u>	<u>Amount</u>
Children of NCOs & Other Ranks	Full Scholarship	₹32,000/-
Children of JCOs and their equivalent in the other services	Half Scholarship	₹16,000/-
Children of Officers	--- No Scholarship	---

NOTE: Ministry of Defence Scholarship holders have to remit clothing charges and difference of fees every year.

6. In addition to the above, Ministry of Defence, Govt of India provides the following amount as their share as per details given below:

<u>Type</u>	<u>Amount</u>
Full Scholarship Holders	₹2,000/-
$\frac{3}{4}$ th Scholarship Holders	₹1,062/-
$\frac{1}{2}$ Scholarship Holders	₹125/-

7. **All students availing any form of Scholarship are to submit all the required documents in Duplicate.**

INSTRUCTION TO PARENTS

8. Cadets are **NOT** allowed to keep any **cash / valuables** such as Gold Chains, Rings, Wrist Watches, Mobile Phones and electronic / battery operated items in their possession while at the School. Any cash intended for school or students should invariably be remitted to the Bank/ School Account. **Mobile phones are strictly prohibited.**

9. At the time of admission Parents should specify at the time of admission, the names and addresses of persons who can be allowed to visit the cadets. No one will be allowed to visit the cadets during working hours and working days except in cases of extreme emergencies. Parents are permitted to visit their wards only on Parents Sunday, as and when promulgated by the school.

10. If a parent wishes to withdraw his son, he must give a minimum notice period of two months to the school to avoid forfeiture of Caution Money. Full fees, irrespective of any Category will be recovered for the whole year if withdrawal takes place in the middle of the academic year.

11. **In the absence of any relevant aforesaid documents and fees at the time of admission, the student will not be admitted to the school.** in the event of any incomplete or false information and certificates intentionally furnished to the school at the time of application/ admission/ subsequent occasion, the parents/ guardians will be held responsible and the child will be withdrawn from the school. Legal/ police action may also be initiated in such cases.

12. Medical requirements:

(a) All cadets are required to bring their blood test result for HBs Ag (Australian Antigen)

(b) All cadets are to bring a certificate as documentary evidence at the time of reporting of having taken injection against Hepatitis-B and Chickenpox

(c) All selected cadets are to compulsory fill up the **Annexure A** (Uploaded in the school website) duly certified by a qualified Doctor

13. Official letters to the school are not to be addressed to any official by Name.




(KM Breeze Antony)
Cdr
Admn Officer

Appendix 'A'

ACKNOWLEDGEMENT

I, _____ (father /guardian) of _____ Roll No. _____ hereby acknowledge the receipt of your memo No.2055/SST/2019 dated Apr 19 for admission to class VI /IX of Sainik School Kazhakootam for the session beginning in June 2019. I will report to the school with my son / ward with all necessary documents and fees as instructed in Appendix 'E'.

Signature of the Parent / Guardian

Place:

Date: