

ROCKVALE ACADEMY, KALIMPONG

ADMISSION PROCEDURE

1. Fill the admission form and scan and send.
2. Send scans of the following documents if available or it can be submitted at the time of admission.
 - a. Birth certificate
 - b. Mark sheet of the any last test / examination appeared.
 - c. Transfer certificate.
3. The documents will be submitted to the Principal for scrutiny and decision to grant admission.
4. On receipt of assurance of admission from the Principal, security deposit as mentioned in the fee structure to be paid to the bank accounts of the school mentioned in the Admission Details Package.
 - a. Please pay the Security Deposit according the standard to which the child is being admitted and as per whether the child is seeking admission as a boarder or day scholar.
 - b. After depositing the Security Deposit, information MUST be given by email (principal@rockvaleacademy.com) or phone (+91-9434878580).
 - c. Once Security Deposit is paid, admission is confirmed.
5. Inform the school with regards to the date in which the child will be joining school.
6. On the first day of arrival to the school, the following formalities to be completed at the school premises.
 - a. Pay the school fees
 - b. Pay the text book fees and collect the same
 - c. Pay the exercise book and diary fees and collect the same.
 - d. Pay and place order for the school uniform
7. In the case of a child being admitted as a boarder, please refer to the list of items to be purchased / brought by the child.
 - a. The child to be taken to the Hostel Office to meet the Hostel Superintendent for admission in the hostel.