

## GUIDELINES FOR ONLINE REGISTRATION

Kindly read all the instructions carefully before you click on *PROCEED*.

You must have the following with you at the time of applying for online admission.

- A recent colour photograph of the candidate (Size: less than 20kb with a dimension of 150x200)
- Valid email ID & Indian Contact Number for communication
- Credit/Debit card or Net Banking facility for online payment

### IMPORTANT INFORMATION REGARDING ADMISSION

- The incomplete registration forms or those with incorrect information will automatically stand rejected.
- Fill in the particulars of the child (i.e. Name of student, Name of parents and date of birth) correctly. The date of birth given in the application form must tally with the one recorded in the birth certificate.
- In the application form for the **Plus One of the State Syllabus**, select the required stream in the class applied column. The details of the streams are given below
  - **PCMB 1** - English, Physics, Chemistry, Mathematics, Biology
  - **PCMC 1** - English, Physics, Chemistry, Mathematics, Computer Science
  - **Commerce 1** - English, Business Studies, Accountancy, Economics, Computer Application
- After submitting the application you will be requested to pay the application fee after clicking the next option.
- **If the payment has failed** you can login with USER ID and PASSWORD that was sent through SMS/Email during the time of registration and you can pay the amount directly from the home page without submitting a new application form.
- After submitting the application and remitting of the application fee, Candidates from Std. V to Std. XI are requested to take a printout of the Acknowledgement Receipt and Plus one candidates have to download their call letter for further admission procedures.
- Editing is not permitted after submitting the form.
- Once the online process is over there won't be option to take the printout.

- The school does not accept donation for admissions. Parents should avoid third parties making false claims promising admission and collecting money. The school shall not be responsible for such kind of transactions. Please inform the school authorities if there is any such person or persons so that proper legal action can be taken against them.
- If any Candidate is seeking admission through improper ways the application/admission will be rejected by the management without giving any explanation.
- **Online registration fee is Rs. 200/-. Registration fee is not refundable.**
- The management of the school reserves all rights of admission or rejection and is not bound to give reasons to any particular candidate. The selection process is designed by a committee and the selection of the candidate is done by the management.
- This registration does not guarantee admission to the candidate. Admission will be decided on the basis of the eligibility, marks, seat availability and norms of the management and concerned boards.
- For further information, please refer to the school website: [www.keschools.org](http://www.keschools.org)
- For any queries please contact 7591901775 (PRO), 7591901771 (Registration), and 0484 4059902 (Parent Help Desk).