



## Admission for the Academic Session 2024-25

Dear Parents /guardians,

Admission for the academic Session 2024-25 will open from Thursday, 14 December 2023 for Classes LKG to IX and XI.

1. Please visit the school website [www.xaviersbehror.org](http://www.xaviersbehror.org) between December 14, 2023 to December 24, 2023 for online registration and click on "Online Admission 2024-25 Apply Now" on the home page. You will be directed to the 'Online Admission Portal'. Parents first need to register themselves with their mobile number.
2. The online registration form must be carefully filled in as per instructions given. Uploading scanned copies of all relevant documents while filling in the form is mandatory. The maximum size of each document should not exceed 250 kb. Following is the list of documents which must be uploaded:
  - a. Birth Certificate of the candidate
  - b. Adhaar card of the candidate
  - c. Adhaar card of the Father
  - d. Adhaar card of the Mother
  - e. Transfer Certificate (if any)
3. The online registration process shall be completed after payment of non-refundable Application Fee of `500/- through the payment gateway provided on the ERP platform. Payment can be made either using a credit card, debit card or through net banking option given on the payment gateway.
4. In case of any problem in the process of filling up the registration form, please send an email to [admission@xaviersbehror.org](mailto:admission@xaviersbehror.org). All emails will be replied within two working days. Parents can also contact the customer care of Admission at 8824811115, giving full particulars and nature of the problem. Please do not call the school office for any technical assistance regarding online admission.
5. Those who are finding it difficult to fill the online form can visit school office from 14<sup>th</sup> Dec. to 24<sup>th</sup> Dec. 2023 between 9.00 am and 2.00 pm on working days to collect Registration Form for offline admission.
6. For offline admission, Registration Form to be duly filled and submitted to the school office from 27<sup>th</sup> Dec 2023 to 05<sup>th</sup> Jan. 2024 by 2.00 pm.
7. Age Criteria: LKG 4+ as on 31<sup>st</sup> March 2024.
8. At the time of registration, an appointment will be given for the child's admission test and interview (Not applicable for LKG & UKG). Both parents must be present on the appointment date and time.
9. Admissions are subject to vacancies. As and when the vacancies are filled, admissions will be closed.
10. If you require further information, please do not hesitate to contact the **school office**. (08104725902, 01494-294409)

A handwritten signature in green ink, appearing to read 'Fr. Packiam M. SJ'.

Fr. Packiam M. SJ

Principal