



## NEEV - The Prep School

Managed by Tapovan Education Institute

Locate us at : Near Sama Sports Complex, Sama Road, Vadodara 390024.

Contact us : Phone : 0265 3515214 , neev.prep@gmail.com, neevhelpdesk@gmail.com

Visit us at : www.neevprep.com

## 2. General Instructions

**Age criteria for NURSERY: Child born between 1<sup>st</sup> June 2019 to 31<sup>st</sup> May 2020.**

**Age criteria for PREP. JR.: Child born between 1<sup>st</sup> June 2018 to 31<sup>st</sup> May 2019.**

**Age criteria for PREP. SR.: Child born between 1<sup>st</sup> June 2017 to 31<sup>st</sup> May 2018.**

### Instructions for filling Admission Form (online only):

- Before applying online, parents are advised to download/go through the School Prospectus.
- Select Batch 2023-24.
- **All details are mandatory and must be filled in.**
- Name: Type the Child's name as printed on valid Id proof.
- Date of Birth: Select the appropriate date, month and year in the given boxes, as mentioned in the birth certificate.
- You will be prompted to enter a password at the end of form. Set password for your application and note it for future use.
- Please ensure that all information provided is correct and accurate.
- **Form with incomplete details will be discarded.**
- It is mandatory to upload **latest passport size (max 50 KB)** photograph of child, father and mother.
- Acceptance of the Admission Form does not guarantee admission.

- **Bank charges are extra and will be payable by the applicant only.** Application Processing Charge (Rs. 2000/-) once remitted shall not be refunded under any circumstances. The receipt will be generated within 24 hours.
- Once the form with all the details is submitted along with the processing charge, you will receive an email / call for further details at the earliest.
- In case you do not receive any mail from the school for further admission process within 5 days after the submission of the admission form then kindly contact the school.
- If your payment is done and you get server error, check whether amount is deducted from your bank account. If deducted, then don't do the payment again. Email us along with the payment screenshot.
- The copy of the online fee payment receipt should be produced at the time of the admission procedure.
- Payment acknowledgement received on email is also valid.
- For any query regarding online admission form write to [admin@neevprep.com](mailto:admin@neevprep.com) or contact on 0265 3515214 during office hours (8:30am to 2:30pm).