



## NEEV – The Prep School

Locate us at : Sama Road, Vadodara – 390024

Contact us at : Phone – 0265 3515214, email – admin@neevprep.com

Visit us at : www.neevprep.com

## 2. General Instructions

**Age criteria for NURSERY: Child born between 1<sup>st</sup> June 2020 to 31<sup>st</sup> May 2021.**

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

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

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

- Before applying online, parents are advised to download and read the School Prospectus.
- Select Batch 2024-25.
- **All details are mandatory and must be filled in.**
- Name: Type the Child's name as printed on valid Id proof / Birth Certificate.
- 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 the form. Set a password for your application and note it for future use.
- Please ensure that all information provided is correct and accurate.
- **Forms 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 procedure at the earliest.
- In case you do not receive any mail from the school for further admission process within 7 working days after the submission of the admission form then kindly contact the school office.
- 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 or 6357879897 during office hours (8:30am to 1:00pm).