



# THE WILBUR SCHOOL

U-22-25 (Residential), Eldeco Sidcul Industrial Park, Sitarganj, Uttarakhand

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## IMPORTANT INSTRUCTIONS FOR PARENTS – ADMISSION PROCESS

### 1. Fee Payment Instructions

Parents who are unable to download the payment software **E - CARE** through the provided App may transfer the **Contribution Amount** directly to the school's bank account.

After completing the bank transfer, parents are required to **confirm the payment** by sending the **complete transaction details**, along with the **student's full name and admitted class**, to the following email address: [thewilburschool@gmail.com](mailto:thewilburschool@gmail.com)

- ❖ Parents who paid via App – – Please download the **E - CARE** App from the Play Store.
- ❖ Parents who paid via NEFT/RTGS.

### 2. Fee Payment – Bank Account Details

**Account Name:** THE WILBUR SCHOOL

**Account Number:** 16800100008420

**IFSC Code:** BARB0CHORGA ( FIFTH LETTER IS ZERO)

**Bank Name & Branch:** BANK OF BARODA , CHORGALIA

**Bank Address:** CHORGALIA

**Account Type:** CURRENT ACCOUNT

**Account Office Mob. No.:** 6390333738

**Please Note:**

- ❖ **The child's fee must be paid in three installments: 50% at the time of admission, 30% after 3 months, and the remaining 20% after 3 months from the date of the second installment.**
- ❖ **School Tuition Fee and Transportation Fee shall be charged for all 12 months of the academic year.**

### 3. Reporting Dates for New Students :Friday , 03 April 2026

### 4. Refund Policy

Please note that once the **Contribution Amount** has been paid, the **fee shall be non-refundable**, even in the case of withdrawal for any reason.

### 5. Mandatory Documents to Be Filled and Submitted within 30 days of the admission.

#### Checklist 1: Forms to be Downloaded & Submitted Immediately

(After payment of the contribution amount)

- ❖ Student Admission Form
- ❖ Declaration Form

Kindly ensure that all the above forms are duly filled, signed, and submitted.

#### Checklist 2: Forms to be Submitted at the Time of Reporting

- ❖ Parent Affidavit Form
- ❖ Indemnity Letter
- ❖ Student Health Record Form

All documents listed below must be completed, correctly filled, and duly notarized, wherever applicable.

### A. Legal and Medical Documents

- ❖ Affidavit by Parents – On Rs. 10/- Non-Judicial Stamp Paper, duly notarized
- ❖ Indemnity Letter – On Rs. 10/- Non-Judicial Stamp Paper, duly notarized
- ❖ Health Record Form – The student must be examined by an **MBBS**
- ❖ **Doctor**. The form must bear the doctor's **signature and official seal**.

### B. Photographs

- ❖ Student's Passport Size Photographs – 4 copies
- ❖ Father's Passport Size Photographs – 2 copies
- ❖ Mother's Passport Size Photographs – 2 copies

### C. Academic and Identity Documents

- ❖ Transfer Certificate (TC) – Original
- ❖ Birth Certificate – Original for verification and one photocopy
- ❖ Mark Sheet for the Academic Year 2025–2026
- ❖ Student's Aadhaar Card – Photocopy of both sides on a single page
- ❖ Father's Aadhaar Card – Photocopy of both sides on a single page
- ❖ Mother's Aadhaar Card – Photocopy of both sides on a single page
- ❖ Other Certificates (if any) – Academic, Sports, Painting, etc.
- ❖ Caste Certificate – If applicable
- ❖ Kindly ensure uniformity in the spelling of names mentioned in all documents to be submitted.

### 6. Submission and Verification of Documents

At the time of reporting at The Wilbur School all completed forms and documents must be submitted to the **Administration Office**.

Admission shall be confirmed **only after verification** of all submitted documents. In case any discrepancy is found, or if the school management is not satisfied, the **admission shall stand cancelled**. In such cases, the **admission charges shall be deducted** before refunding the remaining amount.

### 7. Transfer Certificate Deadline

If the **Transfer Certificate (TC)** cannot be submitted on the reporting date, parents will be granted time **up to next 30 days** to submit the same.

Please note that the **date of submission** of the TC, Birth Certificate, and Report Card shall be considered the **official date of admission** of the student.

( Neelam Dasila )

Principal

The Wilbur School