

**CLARENCE HIGH SCHOOL**  
**INSTRUCTION FOR ADMISSION - 2018 – 2019**  
**NIOS Std.10 & 12**

1. Application Forms for NIOS Class 2018-2019 may be accessed, filled up and submitted on the school website, [www.clarencehighschool.in](http://www.clarencehighschool.in) on or before 6<sup>th</sup> April without fine. The online submission of the form includes the online payment of a registration fee of Rs.500/- per applicant.
2. Application Forms will also be available online with an additional late fee of Rs.200/- from 7<sup>th</sup> to 15<sup>th</sup> April 2018.
3. The e-brochure is available for download free of charge.
4. Please take a printout of the submitted application form and attach the following documents:
  - a. Affixed photos of candidate and parents.
  - b. Self-attested copy of Birth Certificate.
  - c. Self-attested copy of ID proof of both parents
  - d. Self-attested copy of Address proof of parents
  - e. Self-attested salary slip of both parents (if you are working, IT returns if self-employed)
  - f. Original Letter membership from Church (Catholic/Protestant/Orthodox), if applicable
  - g. Original Letter membership from Anglo Indian Guild, if applicable
  - h. Self-attested copy of STD 10/12 Marks card of parent (if you are an alumnus of Clarence High School)
  - i. Certificate of Divorce (if single parent)
  - j. Certificate of Adoption, if applicable
  - k. Self-attested copy of Caste Certificate, if applicable.
5. All of the above should be submitted at the front gate of the school (POTTERY ROAD) in the DROPBOX provided. An acknowledgment will be issued on receipt of your application.
6. Clarence Education Trust follows a No CAPITATION FEE POLICY for admissions. The Board of Management & Principal of Clarence High School wish to inform the general public that no person in or outside Clarence High School is authorized to take donations on behalf of the school with regard to admissions. We do not have or entertain any agent or middlemen. Unscrupulous people may try to hoodwink parents posing as influencers and cheat public. Please do not succumb to such tricks. Any admissions obtained through such means will immediately be cancelled and legal action taken against such persons if found guilty. Any person wishing to lodge a formal complaint in this regard may kindly send an email to [safe.place@clarencehighschool.in](mailto:safe.place@clarencehighschool.in) with evidence of the same.
7. Eligibility Criteria:
  - a. For STD 12: Pass of Certificate in STD 10 with a minimum of 40 percent of marks in English and best 5 subjects and minimum age of 15 years but not more than 17 years.
  - b. For STD 10: pass of Certificate at least of STD 8 from any recognized Board and minimum age 14 years but not more than 15 years.
  - c. No relaxation the eligibility criteria will be considered under any circumstances.
8. The school does not accept any donations either directly or indirectly.
9. The school does not offer bus facility for NIOS.
10. Recommendation letters will NOT be entertained.
11. Kindly refrain from enquiring over the telephone as the school may not be able to answer all calls in this regard. Email would be preferred. Please write to [viceprincipal@clarencehighschool.in](mailto:viceprincipal@clarencehighschool.in)
12. Meeting with applicants and their parents will be intimated through SMS.
13. Filling up of wrong information online or failure to submit relevant document to corroborate the information will result in the applicant not being considered for admission. Incomplete forms will be summarily rejected.
14. The fee structure for NIOS will be as follows:
  - a. Std 10 - Admission fee Rs.20,000/- + 41,550/-
  - b. Std 12 - Admission fee Rs.20,000/- + 50,550/-
15. Admissions will take place from April 16 & 17, 2018 by interview, the candidate and both parents are expected to meet the Principal and Vice Principal. The total annual fee is to be paid at the time of admission.
16. Classes will commence from Monday, June 18, 2018 and will be from 3.15 p.m. to 5.30 p.m., Monday to Friday. Additional classes may be held on Saturday with prior information.

February 2018

  
Principal