

## CLARENCE HIGH SCHOOL

### INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR CIC - CLASS 9 - 12 – 2021 – 2022

1. Application Forms for CIC Class 2021-2022 may be accessed, filled up and submitted on the school website, [www.clarencehighschool.in](http://www.clarencehighschool.in) on or before 15 April without late fee. 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/- after 15 April 2021.
3. The e-brochure is available for download free of charge.
4. Once submitted, the PDF version of your application form is automatically sent to your registered email address. (Please check your Junk folder as well).
5. Please take a printout of the submitted application form and attach the following documents:
  - a. Affixed photos of candidate and parents.
  - b. Self attested ID proof of the candidate - preferably Aadhaar
  - c. Self-attested copy of Birth Certificate.
  - d. Marks statement of the last qualified exam
  - e. Transfer Certificate from the last attended institution
  - f. Conduct certificate from the last attended institution
  - g. Letter of recommendation from the Principal of the last attended institution to join CIC
  - h. Letter of recommendation from any two family members/Grandparents (for home-schoolers only)
  - i. Self-attested copy of ID proof of both parents preferably Aadhaar.
  - j. Self-attested copy of Address proof of parents
  - k. Self-attested salary slip of both parents ( if you are working, IT returns if self-employed)
  - l. Original membership letter from Church (Catholic/Protestant/Orthodox),if applicable
  - m. Original membership letter from Anglo Indian Guild, if applicable
  - n. Self-attested copy of STD 10/12 Marks card of parent (if you are an alumnus of Clarence High School)
  - o. Certificate of Divorce (if single parent)
  - p. Certificate of Adoption, if applicable
  - q. Self-attested copy of Caste Certificate, if applicable.
6. All of the above should be submitted at Gate #1 of the school (POTTERY ROAD) in the DROPBOX provided. An acknowledgment will be issued on receipt of your application.
7. 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 the 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 [cic@clarencehighschool.in](mailto:cic@clarencehighschool.in) with evidence of the same.
8. **Eligibility Criteria:**
  - a. **For CIC Class 12: Pass Certificate in Class 10 with a minimum of 40 percent marks in English and best 5 subjects and not more than 17 years.**
  - b. **For CIC Class 9 & 10: Pass Certificate of Class 8 from any recognized Board and not more than 15 years.**
  - c. **No relaxation in the eligibility criteria will be considered under any circumstances.**
9. Recommendation letters will NOT be entertained other than those specified.
10. 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 [cic@clarencehighschool.in](mailto:cic@clarencehighschool.in)
11. Meeting with applicants and their parents will be intimated through SMS and email
12. 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.
13. Admissions will take place on May 3<sup>rd</sup> & 4<sup>th</sup> 2021 by interview, the candidate and both parents are expected to meet **the Principal and CIC Coordinator**. If confirmed, the Admission Fee and the total annual fee is to be paid within a week's time through the portal provided.
14. Classes will commence **from Tuesday, June 1, 2021** and will be from 8:00 a.m.to 3.25 p.m. Monday to Friday. Additional classes may be held on Saturday with prior information.



*Jerry George Mathew*  
PRINCIPAL  
CLARENCE HIGH SCHOOL  
Principal