



**Mayo College Girls' School**  
Mayo Link Road, Ajmer, Rajasthan  
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## FEE AND CHARGES

Fees cover, tuition, board & lodging, washing, mending, bedding (except blankets and quilts), ordinary medicines and games facilities. Horse Riding, Golf & Shooting will be extra charged.

- Six monthly billing cycle (Spring & Autumn Term).
- All payments to School should be forwarded as per the details given below :
  - \* Cheque at par(Ajmer)
  - Demand Draft drawn in favour of Mayo College Girls' School payable at Ajmer
  - Transfer via nearest bank of Baroda through Bank Challan.
  - Payment Gateway -Online transfer.

If payment of fees is in default by more than a fortnight after the due date of payment in any term, a surcharge will be levied at rates in force from time to time. No girl will be kept in the School, if her fees are in arrears by more than two months from the beginning of the term. In addition to this, the School will keep back her Reports/Board Results/Transfer Certificates etc. until all dues are cleared.

If girl is leaving the School, the School will withhold the relevant documents until the fee dues are cleared. Fees are subject to revision. For latest fees and its schedule refer to the School's website....[www.mcgs.ac.in](http://www.mcgs.ac.in).

## ADMISSION & WITHDRAWALS

### REGISTRATIONS

The prospective parent or guardian should first register the child for the year and class in which admission is sought.

The Registration Form (enclosed in the prospectus) duly filled in, along with the required registration fee, attested copy of the date of birth certificate, two reference letters, two passport size photographs of the child, should be sent immediately.

- Registration after June 30th will require an additional late fee as per schedule attached in the prospectus. **ADMISSIONS ARE ONLY AGAINST CHANCE VACANCIES, FOR CLASSES 6,8 & 9**

### PROCEDURE TO BE FOLLOWED AFTER REGISTRATION

- In the first week of August, we will send you a circular along with a green form which you should complete and return by September 15th of that year, giving specifically the Centre selected by you for the Common Aptitude Analysis.

- In the second week of October, we will dispatch an ADMISSION CARD. If this is not received by the end of October kindly contact us immediately.
- The Common Aptitude Analysis will be held on the 3rd Saturday of November of the year preceding the one in which admission is sought.
- New candidates selected for admission are expected to report to school at the end of March/1st week of April.
- In case of candidates selected from school where the Annual Examinations are in April, the candidate may join after taking the annual examination and bring with her the transfer certificate as well as the result.
- Admission will be based on the combined marks of the candidates in the Common Aptitude Analysis and Interaction. Candidates who qualify for the interaction will be intimated telephonically followed by a call letter. The child will be required to come for an interaction to Ajmer and meet the Girls' School Committee.
- Normally both the parents and the candidate are required to attend the interaction. Parents will be required to bring reports of the candidates from the previous school.

**KINDLY NOTE THAT A TRANSFER CERTIFICATE IS NOT REQUIRED FOR THE INTERACTION.**

- Common Aptitude Analysis will be more or less on the same pattern as in the previous years. Since candidates will be sitting for the Common Aptitude Analysis four months earlier, than the commencement of the new class, due consideration will be shown in setting the Common Aptitude Analysis papers. The syllabus given in the Prospectus is a guide, but Common Aptitude Analysis is class neutral and not set on any rigid pattern based on text books.

### WITHDRAWALS

Three months advance notice is a must for withdrawals.

If withdrawal is made between APRIL to JULY then half the School fees shall be charged. For withdrawals in & after AUGUST, full fees will be charged.

- For withdrawals from Classes X & XII, the fees will be charged up to JUNE.
- The decision of the Principal in this respect will be final.

### REBATE

For a girl being absent with permission on serious medical grounds for over a month at a time during term time, a rebate against the allowance for meals for the period is permissible.

### COMMON APTITUDE ANALYSIS

- Common Aptitude Analysis for admission to Mayo College Girls' School is held every year at various centers in India.
- Overseas centers could be the Candidates School in which she is studying.
- Common Aptitude Analysis comprises English, Hindi and Mathematics to test the age specified skills in language and Mathematics.

- The lowest class in Mayo College Girls' School is Class 4, and your child on passing Class 3, preferably from an English medium school, can take the Common Aptitude Analysis. Age stipulations are strictly observed and parents are responsible for compliance as required.
- Sets of old Common Aptitude Analysis Papers are available from the School Office on payment of Rs. 100 per set from the counter (By post Rs.150/- per set), for dispatch of papers overseas (US\$10) per set, per year by Registered Post.
- Admissions in Mayo College Girls' School are made on the basis of the performance in the Common Aptitude Analysis and Interaction.
- The merit list is drawn on the basis of the marks obtained in the Aptitude Analysis, and only those who qualify are asked to appear for an interaction in the month of January and February. Admissions are finalized on the cumulative marks of the Common Aptitude Analysis and the interaction. Admissions are finalized by the Girls' School Committee comprising of members of the Board of which the Principal is a member.
- Parents of children admitted are expected to confirm their acceptance within 10 days. The acceptance of admission should be accompanied by payment in accordance with the instructions in the offer letter. The same will be forfeited if the offer once accepted is later declined.
- Students will have to produce a TRANSFER CERTIFICATE and should have gained promotion to the class of admission by April of the year in which they are being admitted. In case the girl is instructed to join on a specific date without taking the final examination, a TRANSFER CERTIFICATE of promotion to the previous class will have to be provided.
- Guidelines for English, Hindi and Mathematics on the basis of which the Common Aptitude Analysis Papers are made are given in the Prospectus. Aspirants for admission in a particular class should prepare themselves accordingly.
- The new entrants join in the last week of March/1st week of April. Overseas candidates may come for the interaction after informing the School of their availability for the interaction if they are unable to come on the date specified. If granted admission, they can join the School in July of the year of entry.
- No change of date of birth will be accepted once a date of birth certificate of the Hospital and Municipal Corporation is submitted.
- Admission to Class XI is considered on the basis of the Class X Board result. We do not register Girls for Class XI; only on selection the registration is done. Admission is subject to merit and vacancy. Please get in touch with us when the Board result is declared. When applying for admission to class XI, enclose plain paper application, 1 birth certificate, attested copy of Board result and state the stream desired: Science, Commerce, Humanities. The desirable percentage for each stream is: Science 90% Commerce 90% Humanities 90%. No candidates above 16 years of age in March will be considered. No prior registration is made for Class XI.