*************************Guidelines for online registration *********************

1.   Please fill all information in the registration form correctly. Check that the name & date of birth of the child and name of parents are as per the birth certificate and the relevant documents which are mandatory to be uploaded online.

2.   Please note that uploading of photographs and relevant documents in appropriate format and not exceeding the size as mentioned in the Registration Form is mandatory while submitting it online. Following is the list of documents which must be uploaded:

- Birth Certificate of the candidate issued by the Municipal Corporation.
- Residence Proof (Any one: Passport, Electricity Bill, Rent Agreement, Voter Identity Card, Driving Licence, Biometric / Aadhar Card of either parent)
- Certificates related to educational qualification of parents. (Highest qualification only).
- If applicable, Sibling's Identity Card or previous year's progress report (if a student of South Point School / South Point High School)
- If applicable, Parent's Class X / XII certificate / marksheet (in case either or both are alumni of South Point High School)
- Final Term/First Term report card of the previous class (**Transition to Class III only**)
- For twin cases, an application mentioning the name of the other twin must be uploaded as an additional document
- Any other relevant information may be uploaded as an additional document

3.   After filling in the form correctly, click on "Preview" to display the data submitted by you. In case you wish to make any changes, click on the "Back" button. If all the information is correct, click on "Proceed". You are requested to recheck and verify all data carefully before submitting as no change is possible after submission.

4.   After the form is successfully submitted, parents will be directed to the payment gateway where they will be required to make a payment of Rs.500/- (plus applicable convenience fee as charged by Admission Tree) by using a credit card/debit card or NEFT.

5.   After successful payment of the registration fees, parents will get a mail from Admission Tree confirming the submission of registration form along with soft copy of the duly filled up form and an acknowledgement towards receipt of Application Fee.

6.   Simultaneously, the School will also send a mail to the primary email id of the parent confirming the submission of registration form along with the soft copy of the School Prospectus and other details.

7. The form should be complete in all respects. If any information is found to be incomplete, incorrect, false, or in case proper documentation is not provided, their application is liable to be rejected without intimation.

8. If more than one application is submitted in a child's name, only one form will be considered, at the discretion of the School.

9. Kindly note that only soft copy of the application form is being accepted and there is no need to submit the printed hard copy of the form

10. In case of any problem in the process of filling up the registration form, please send an email to admissiontree@abp.in **Parents can also contact the customer care of AdmissionTree.in at 9073528655 or WhatsApp at 6292218603**, giving full particulars and nature of the problem. Please do not call the school office. In case any problem needs to be escalated, parents can mail at admission.sps@southpoint.edu.in All emails will be replied to within two working days.

11. If any information is found to be incorrect or false, or in case proper documentation is not provided, the application/admission is liable to be cancelled.