



## **ONLINE ADMISSION PROCESS FOR RESIDENT SCHOLARS SELECTED FOR SESSION, 2021-22**

The list of candidates selected for admission in La Martiniere College, Lucknow is available online on the College website <https://www.lamartiniereLucknow.org/>

**THE ADMISSION PORTAL SHALL OPEN AT 9: 00 A.M. ON FRIDAY 02, APRIL 2021 AND CLOSE AT 11:30 P.M. ON THURSDAY 08, APRIL 2021. PARENTS ARE REQUIRED TO COMPLETE THE PROCESS WITHIN THE STIPULATED TIME FRAME. NO EXTENSION SHALL BE PROVIDED THEREAFTER.**

Parents of candidates selected for admission are to follow the following process:

1. Download the Medical fitness form, from the College website from the link provided - <http://www.lamartiniereLucknow.org/school-updates/medical-fitness-form>
2. Click a Passport size colour photograph of your son in La Martiniere College, summer uniform Khaki shirt (short sleeves with left breast pocket) available at all leading uniform stores.
3. **Once this is completed, keep a copy of the medical fitness and photograph ready on your desktop before proceeding to complete the admission formalities.**
4. **NOW** click on the link provided [https://lmclko.edunify.in/residential\\_admission](https://lmclko.edunify.in/residential_admission)
5. The Admission Form displayed contains some pre-filled fields, selected from the information provided by you in the Application. **These entries cannot be altered presently.**
6. The fields that are blank are to be completed by the parent. In each field there is a drop down menu/prompt for your assistance. Fields that do not require to be filled up are already marked in grayscale to avoid any confusion.
7. The Date of Birth and names filled in the form online shall be verified from the Transfer Certificate submitted to the College Office physically in original at the time of the pupil joining the College. If this information is found different it shall be presented to the Principal for further scrutiny.
8. **Fees payable at the time of Admission**
  - i. The total fees payable at the time of admission is Rs 96,000/- (Rupees Ninety six thousand only).  
Admission fees : Rs 50000/- NOT REFUNDABLE  
Caution Money Deposit : Rs 45000/- REFUNDABLE at the time of applying for Transfer Certificate in accordance with the Fee Regulation Act 2018.  
Annual Examination Fees : Rs 1000/- NOT REFUNDABLE

**Kindly Note:** Fees once paid shall not be refunded in case of withdrawal of the pupil, except for Caution Money, which shall be refunded as per the provisions of the Fee Regulation Act, 2018.

ii. Method of deposit: Parents shall be prompted by the links appearing on the portal through the stages of the admission process

#### 9. Fees payable from April, 2021

Composite Annual Fees is payable beginning from April, 2021. This is NOT TO BE CONFUSED WITH THE FEES PAID AT THE TIME OF ADMISSION.

Composite Annual Fees (commencing from April 2021) shall be deposited online by clicking on <https://lmclko.edunify.in/fees> this is different for various classes.

Refer to the College website for details - <http://www.lamartinierelucknow.org/wp-content/uploads/Fee-Chart-New-Admissions-during-the-Session-2021-2022.pdf>

- i. Parents may click on the monthly option they choose to pay.
  - ii. Selecting the start and the end month to pay for multiple months at the same time.
  - iii. Parents choosing to pay in monthly instalments must do so between the 1st and the 15th of the current month).
  - iv. A late fee of Rs 100/- per day shall be automatically generated from the 16th of every month.
  - v. Pocket Money and Imprest amount shall be collected from the day the pupils joins the Boarding house through Demand Draft payable at Lucknow drawn in favour of “La Martiniere College, Lucknow”
10. Upon the payment of amount payable at the time of Admission (Rs 96,000/-) a receipt shall be generated on line. This may be downloaded and printed for your record.
11. **PERSONAL NUMBER:** The Unique College Personal Number (5 Digits) shall be issued via this receipt. **THIS NUMBER IS TO BE USED IN ALL DEALINGS WITH THE COLLEGE HEREAFTER.**
12. A copy of the receipt of the transaction (Rs 96,000/-) is to be forwarded **via WhatsApp** for confirmation of enrolment to +91 9454469203.
13. The telephone numbers originally recorded in the Application Form (Mother and Father separately) shall be registered to the Parents’ WhatsApp Group only after a copy of the receipt is received. (Changes in WhatsApp numbers may be made later, for a nominal fee, through the College ERP system. This can be done by the parent by clicking on ‘Update Contacts’ button on Fees Dashboard).
14. The session for newly admitted Resident Scholars is scheduled to commence on Tuesday 13 April, 2021. Those Resident Scholars that are willing to resume optional physical classes are to report to the Boarding House between 2:30 p.m. to 3:30 p.m. on Monday 12 April 2021.
15. Prior to the commencement of classes but not later than Tuesday 13 April, 2021, parents shall receive, by WhatsApp message the login ID and Password for the academics portal of the College. The portal is <http://lmcacademics.in/>. It shall only be accessible when you receive the login ID and Password. This platform shall be used for all academic related matters throughout your son’s tenure in the College.
16. In case of any difficulties related to the uploading of the Admission Form, kindly send a message to the Help Desk at +91 9454469203. Kindly note: **ONLY WHATSAPP MESSAGES SHALL BE RECEIVED. THERE IS NO PROVISION FOR VOICE CALLS.** A response to your message of enquiry shall be provided during working hours and on working days.

## FOR FUTURE REFERENCE

- I. All communication related to academic matters are to be addressed to the class specific email address which is  
[lamartiniereclass2@gmail.com](mailto:lamartiniereclass2@gmail.com)      [lamartiniereclass3@gmail.com](mailto:lamartiniereclass3@gmail.com)      [lamartiniereclass4@gmail.com](mailto:lamartiniereclass4@gmail.com)  
[lamartiniereclass5@gmail.com](mailto:lamartiniereclass5@gmail.com)      [lamartiniereclass6@gmail.com](mailto:lamartiniereclass6@gmail.com)      [lamartiniereclass7@gmail.com](mailto:lamartiniereclass7@gmail.com)  
[lamartiniereclass8@gmail.com](mailto:lamartiniereclass8@gmail.com)      [lamartiniereclass9@gmail.com](mailto:lamartiniereclass9@gmail.com)
- II. All other correspondence shall be addressed to [principal@lamartinierelucknow.org](mailto:principal@lamartinierelucknow.org)
- III. All notices and College updates related to the Class and Section shall be posted in the Class Specific WhatsApp group.
- IV. To be fully informed about events, news and notices, you are advised to add the website to your browser - <https://www.lamartinierelucknow.org>
- V. To be included in the Facebook updated, you are advised to click the *like* option of the College official Facebook page – <https://www.facebook.com/lamartinierelucknow>



(C. A. McFarland)  
Principal

No. Resident Scholars/2021-2022/36

Date: Friday, 26 March 2021

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**Phone numbers College Central office 9454469226 or 9919342299 or 9919382299**  
**Phone number Junior School office (class 1-5) - 9721459426**  
**Middle School office (class 6-8) - 9984025232 and**  
**Senior School office - (class 9-12) 9984912388**

Place: \_\_\_\_\_

The Principal,  
La Martiniere College,  
Lucknow

**SUB: NO OBJECTION/PERMISSION for my son to e residence in the Boarding House from 13 April, 2021 and to attend physical Classes.**

Dear Sir,

This is with regard to my son \_\_\_\_\_ (name) a pupil of Class \_\_\_\_\_

Section \_\_\_\_\_, Personal Number \_\_\_\_\_, Name of Father \_\_\_\_\_

and Name of Mother \_\_\_\_\_

I have received your circular No. Resident Scholars/2021-2022/36 Date: Friday, 26 March 2021 regarding resumption of optional physical lessons for pupils of Classes 6 and above.

- 1- COVID-19 is a pandemic which is spread primarily by social contacts. This pandemic has affected several lakhs of people. In keeping with Government health and safety guidelines social distancing is to be maintained for the resumption of important duties. I have given my son all instructions in this regard.
- 2- The College is taking all precautions in keeping with Government guidelines and instructions to prevent the spread of COVID-19. However the College does not guarantee that in the future no pupil or their parents will not be affected by the pandemic.
- 3- We confirm that our son has no symptoms of COVID-19 like body temperature above 100 Degrees, breathing difficulties, loss of taste, cold or cough.
- 4- We agree that if our son develops any symptoms of COVID-19 as listed above, we shall not send him to School.
- 5- We confirm that we are sending our son to College on our own free will and if this results in our son developing COVID-19 the College shall not be held responsible in any way.
- 6- We have read and understood the conditions and instructions contained in the notice as above. After careful consideration and following counselling of my son regarding safety measures required during the pandemic, I hereby consent to my son physically attending lessons as delineated above. I grant permission for him to physically attend lessons on the designated days and have no objection to his attendance. I am conscious of the risks involved due to the ongoing pandemic. I understand that the College shall fulfil the commitments made for the health safety of my son. I understand that this is a cooperative effort to which my son shall contribute.

My son is permitted to carry and use personal digital equipment to assist in his learning. The College shall not be held responsible for any damage, loss or theft of these personal devices.

I ensure that my son shall attend all lessons. In case of absence it shall be my responsibility to inform the College.

Thanking you.

Yours faithfully,

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name of Father \_\_\_\_\_

Name of Mother \_\_\_\_\_