

Reference No. 2019 – 20/036
9th August 2019

Dear Parents,

SUB: IMPORTANT INFORMATION

In the interest of the smooth functioning of the School, safety of all our students and maximum utility of precious time, it is of utmost importance that we (the School) and our prime stakeholders, (i.e you the Parents) , support each other and follow policies that have been designed specifically for the said purpose.

We would request you to kindly take note of the important information shared in this circular. Please note that these policies will be overriding the ones you may have read in the student almanac.

BOOKS AND UNIFORM DISTRIBUTION-

1. Books and Uniform stores are open on campus for purchases, from Monday to Friday between 10:00 am to 12:00 noon.
2. For season end bulk purchases, parents are advised to wait to hear from school. The School shall intimate the parents as soon as the stocks come in.
3. During the session, purchases can now be made over the phone as well. Parents are advised to contact the stores on the given numbers.

Books Store- 9311148808

Uniform Store- 9599383419

Payments are to be made directly via Paytm on the same numbers.

A note in the diary of the scholar with reference number and exact size or name of the book needs to be sent, the next day.

Pre-Primary- Nanny in the class will escort the scholar to make the purchase

Junior School- Grade 2 & 3, Nanny in the class will escort the scholar to make the purchase
Grade 4 & 5, the scholars go themselves in pairs, in accordance with the class mentor

Senior School- All scholars to take the diary note during the Juice break or Lunch break and collect their stocks. Scholars are not allowed to visit stores before or after the breaks.

4. Parents doubtful about the sizes or stationery requirement, are requested to please make the purchases personally during the hours mentioned.
5. Parents are also advised to not send cash or card via the scholars, to make purchases. Only Pre-Paid diary notes will now be entertained in the stores.
6. Parents can also purchase uniforms from the vendors online portal (live after 12th August)-
<http://shop.lyallpuruniforms.com/product-category/schools/genesis-global-school/>

Or

They can visit the store outside the campus, for all 7 days between 11:00 am to 7:00 pm-

Address-
Plot No.-DM-01,
Sector 104, Noida

CHANGE OF FACILITY POLICY

2. Parents are advised to make a formal request to the school, for any change in the facility (Transport, After School Programme & Residential) they are currently availing from the school.
3. Intimation of the same needs to be sent on theschooloffice@genesisgs.edu.in, with a Cc to the concern Class mentor of your ward.
4. Last date of intimation, for any change in the facilities opted for, are-
 - a. **15th March** for the change applicable for Apr – Jun quarter
 - b. **15th June** for the change applicable for Jul-Sep quarter
 - c. **15th September** for the change applicable for Oct-Dec quarter
 - d. **15th December** for the change applicable for Jan-Mar quarter
5. Parents are advised to avoid changing facilities during a quarter, to avoid fee implications.
6. Parents seeking change of facility during the quarter, will have to pay for the complete quarter, for the facility opting for. The school will take 15 days to process and commence the facility, post approvals.
7. Should a parent wish to opt in or out of a facility during the session change, intimation of the same should be sent to the school as per dates mentioned in Pt.No.3a and 3b.
8. **The school reserves the right to permit/not permit the change of facility to a scholar, in the interest of the scholar and the school.**

WITHDRAWAL POLICY:

1. Parents are advised to make a formal request for the withdrawal of their ward on theschooloffice@genesisgs.edu.in, with a Cc to the respective Class Mentor or by filling the Withdrawal Form in the link ([Withdrawal Form](#)) .
2. Should a parent wish to withdraw their ward during the session change, intimation of the same should be received by the school, by **1st March** for the session starting in April and by **1st June** for the session starting in July. Quarter fee of April-June or July - September respectively will be applicable for intimations received later than the said dates.
3. A month's notice period is required for withdrawal during the session. One month academic fees shall be charged for insufficient notice period.
4. Caution money will be refunded not later than one month after the date of withdrawal; payments not collected within six months will stand forfeited.
5. Transfer Certificate will be issued 15 days after the scholars last day of attendance.

FEE RULES

1. The School fees shall be entertained through Cheque/Pay order in favour of Genesis Global School, Noida or can be directly paid to Bank A/c through RTGS / NEFT, Paytm and PayU.

Beneficiary Name	: KSC EDUCATIONAL SOCIETY
Bank Name & Address	: YES BANK LIMITED, CHANAKYAPURI, NEW DELHI 110021
Account No	: 000380200003042
Account Type	: Current Account
Branch/NEFT/RTGS Code	: YESB0000003
Swift Code	: YESBINBBDEL

Note: Please send the transaction number, the name of the scholar and class, to the Senior Manager - Accounts, Mr. Prakash Bhatt (manager.accts@genesisgs.edu.in), every time a transaction is made.

2. The School fee is paid in four instalments i.e. before **15th March, 15th June, 15th September** and **15th December**. The late fees charges shall be admissible as per the school rules for payments made later than the dates mentioned above.
3. Late Fee Fine

QUARTER	Last date without fine	Rs.50 per day fine	Rs.100 per day fine
April-June	31 st March	1 st - 10 th April	11 th - 30 th April
July-September	30 th June	1 st - 10 th July	11 th - 31 st July
October-December	30 th September	1 st - 10 th October	11 th 31 st October
January-March	31 st December	1 st - 10 th January	11 th - 31 st January

Fixed Late Fine charges of Rs.10,000 applicable for payments made later than the said dates.

4. **Parents to contact the Accounts Department to know about their Fee invoices, if intimation not received from school, as per dates mentioned above, to avoid Late Fee charges.**

We solicit your cooperation and whole-hearted support in order to ensure that these policies are effective & fruitful.

Best Wishes

The School Office