

**Vision**

Dream, Inspire, Act.

Mission

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

STUDENT WITHDRAWAL, CHANGE OF FACILITY, AND FEE PAYMENT POLICY

1. Purpose

This policy outlines the procedures and guidelines for student withdrawals, changes in selected facilities (such as curriculum shift, transport or boarding), and the school's fee payment structure. It aims to ensure clarity, consistency, and transparency in administrative processes.

2. Scope

This policy applies to all students enrolled at Genesis Global School and their parents/guardians.

3. Change of Facility Policy

3.a Facility Changes Covered

This includes:

- Day Scholar ↔ Boarding status
- Addition/removal of school transport- Grant of admission to school does not guarantee a seat on the school bus.
- After-school activities

3.b Procedure

- A written request must be submitted to the school office **at least 15 days** prior to the end of the current quarter.
- Facility changes will only be implemented from the beginning of the subsequent quarter.

3.c Approval and Confirmation

- All changes are subject to availability and the discretion of the school management.
- Confirmation will be provided in writing upon approval.

3.d Fee Adjustment

- Any increase in facility charges will be billed from the date of implementation.

- No refund will be provided for downgrades or cancellations made mid-if the applicant fails to serve assigned notice period.

4. Withdrawal Policy

4.a Notification of Withdrawal

Parents/guardians must submit a notice of withdrawal to the Concerned Principal (principal.ib@genesissgs.edu.in / principal.cbse@genesissgs.edu.in) and School Administration (theschooloffice@genesissgs.edu.in)

4.b At the time of session change -

Intimation of the same should be received by the school, by 28th February for the session starting in April academic and by 31st May 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.

4.c Mid session withdrawal- (not applicable in the First Academic Quarter IB or CBSE)

- An email of withdrawal intent, in the intimation month (between 1-30th) + subsequent month will be considered as notice period for withdrawal in the middle of the session.

4.d Clearance Process

- The student must complete a clearance process that includes:
 - Settlement of any outstanding dues
 - Clearance from the library, hostel (if applicable), and accounts office
 - A Transfer Certificate will be issued not later one month after the scholar's last day of attendance.

4.e Refund Policy

- Caution money will be refunded not later than one month after the date of withdrawal.
- The amount will stand forfeited after six months, should banking details not be provided with the withdrawal application.
- Tuition and facility fees are **non-refundable** if the student has attended even one day of the term.

5. Fee Payment Policy

5.a Fee Schedule

- Tuition and facility fees are billed Quarterly and are due on or before the dates communicated at the start of each academic session.
- Four instalments i.e. before 15th March, 15th June, 15th September and 15th December respectively.
- Late payment beyond the due date will attract a **late fee penalty** as per the school's current fee structure, even if no reminder is issued, the liability of payment shall be that of the parent/guardian.
- It is mandatory for the students of class 10 & 12 to clear their dues for the entire year by 20th January (for -CBSE) & 20th April (for-IB)
- In case a cheque is dishonoured, penalty of Rs 500/- will be levied.

5.b Payment Methods

- Fees can be paid via bank transfer, cheque, credit/debit card, or online payment portal as provided by School.
- Cash payments are discouraged and may only be accepted at the discretion of the accounts department as per Govt. norms.

5.c Late Fee Penalty Structure

- Grace Period of 15 days will be given post Due Date. Rs.50/- per day will be levied as Late Fine for one month after grace period.
- 1st Month Collective Fine + Rs. 100/- per day will be levied as Late Fine for the 2nd month of defaulting.
Previous both month's collective fine + Rs.150/- per day will be levied as Late Fine for the 3rd month of defaulting.
Extenuating circumstances must be arranged with the appropriate Principal and is the responsibility of the families to communicate with the said Principal, prior to payment deadlines.

5.d Non-Payment Consequences (post penalties)

- Continued non-payment may result in:
 - Suspension of Facility (transport/ boarding/asp etc.)
 - Withholding of academic records, report cards, and transfer certificates
- School reserves the right to strike of the name of the student from their school roles in case default of payment of fees beyond six months.
- Readmission fee will be charged in addition to previous dues.
 - Promotion to new academic session will depend on all dues cleared.

5.e Fee Receipts and Records

- Official receipts will be issued for all payments.
- Parents are advised to retain payment receipts for future reference.

6. Policy Review and Amendments

- This policy is subject to periodic review by the School Management Board.
- Amendments may be made to reflect operational, legal, or financial updates and will be communicated to all stakeholders in writing.

7. Contact Information

For any clarifications or queries related to this policy, please contact:

the **Administration Office** via theschooloffice@genesisgs.edu.in , or the **Accounts Office** via accounts@genesisgs.edu.in