

Admission Procedure

The Brain Tree Global School, Greater Noida is online (Official ID-braintreegn@gmail.com) and communication by e-mail is fast reaching, acceptable and easy. The school runs from April to March and admission are open from September onwards for all classes (Nursery to VIII)

The school is open to all enquiries from parents without any commitment from school till the admission takes place. The school encourages parents to visit the school with their child by prior appointment in order to know about the school in detail. Once you have decided to admit your child in the school kindly submit the required documents and follow procedures set out below to enable us to consider your child for admission:

1. Fill out the registration form.
2. For entry into Nursery, the child must have attained the age of 3+ years by 31st March of that year.
3. Submit the REGISTRATION form together with a copy of the child's last year report card, a copy of the birth certificate, one passport size photograph duly fixed on the form.
4. Parents will be notified about the date and venue for further interaction.
5. If your child is offered an admission in the school and you wish to accept it, you must complete all the admission related formalities within 7 working days. Failure to do so will render the seat being cancelled and being offered to the candidate next on the waiting list.
6. On being granted admission, the following forms will need to be filled in:
 - A. Admission form
 - B. Medical form
 - C. Transport form
7. Withdrawals & Refunds
 - A. Under no condition will any refund be made once the child has been granted admission.
 - B. In case of withdrawal the school must be intimated by giving one month notice in writing, failing which one month tuition fee shall be required to be deposited.
8. Payment of Fees
 - A. Fees are to be paid on quarterly basis.
 - B. Occasional cost incurred by children (lost books / damage to school property/library books) will be billed to the parents.
 - C. Bank transfers should be made to Oriental Bank of Commerce
Account Number: 12281131000458,
IFSC Code: ORBC0101228, Branch: India Expo Mart, Greater Noida



Fee Structure Session 2020-21

FEES	ANNUAL COMPOSITE FEE (Existing & New Student)	
	MONTHLY	QUATERLY
Nursery, KG	2500	7500
I, II, III, IV, V	2600	7800
VI, VII, VIII	2800	8400

Bank Details: Oriental Bank of Commerce
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Greater Noida

Note: -While carrying out payment transactions, you are requested to mention the details of students like name, class.

1. Fee once paid is not refundable.
2. Due date of depositing fee is on or before 10th of every month.
3. Fee is payable on or before the date mentioned. Rs 50/- per day will be charged after the due date mentioned above.
4. 10% sibling discount on every other child on Composite Fee Only.

Form/Reg. No.

Paste Photograph

Session: 2020-2021

Note: The form should be strictly filled by the parents in their own handwriting neatly.

The following is the information regarding my son/daughter.

Class in which admission sought _____

A. PARTICULARS OF THE CHILD

Name of the child (In block letters) _____ Gender (M/F): _____

Date of birth (in figures) Date: ____ Month: ____ Year: ____

(Inwords) _____

Age as on 1st April 2020: _____ Years ____ Month ____ Day.

Name of the Previous School attended:

Blood Group: ____ Place of Birth: _____

Mother Tongue: _____ Other Languages the child can Speak/ Understand:

Aadhar card No. _____

B. PARTICULARS OF THE PARENTS
FATHER MOTHER

1	Name		
2	Age		
3	Educational and professional qualification		
4	Occupation		
5	Designation		
6	Name of the organization		
7	Office employers address		
8	Office telephone number		
9	Monthly Income		
10	Office timings		
11	Name of Business (if applicable)		
12	Whether Owner/Partner (if applicable)		
13	E-mail ID for communication		

C. OTHER PARTICULARS OF THE FAMILY

i. Number of members in the family living together:

S No.	Name	Relation to Child	Age	Educational Qualification	Profession

ii. Whether the family is joint/single (cross out which is not applicable)

iii. Real Brothers/Sisters

Name _____ Class _____ Name of the School _____



Brain Tree
GLOBAL SCHOOL

Sigma II, Sector-43, Greater Noida

SCHOOL LEAVING CERTIFICATE

YEAR -----

File No. Date

Pupil's Name No. in Admission Register

Name of Father/Guar. Mother

Date of Birth

Certified that S/o-D/o-Ward of

attended the school upto the and has paid all sums due to the school, and was allowed on the above date

to withdraw his/her name. He/She was reading in the class Department &

For those leaving at the termination of the course of reading in any Department. || was examined in by the standard & passed/failed (name of the subject in which failed)

For those not leaving at termination of the course of reading in any Department. || was examined in for promotion which was allowed/promised.

The following particulars are certified to be correct according to the registers of the school and the certificate's produced from previous School's attended during the school year.

No.	Date of admission	Date of Withdrawl	Date of Attendance during the current school-year		No. of Total attendances during the current school-year	Pupils attendances during the current school-year	Leaves taken during the current school-year
			From	To			

Date of Issue

Checked By



Note :- Entries checked and found correct.

PRINCIPAL