

The Genius English Academy - A New Age School

Nourishing the Future

Admissions for Academic Year 2022-23

Admissions Process

The Admission process is split into two types – online and offline. Please read the instructions below carefully. While it seems long, it will save you time while filling out the admission form.

1. Offline/Physical Admission Form – Admission process

A. Purchase the form:–

Parents can purchase the hardcopy Admission forms from the Admissions Office. Address: The Genius English Academy, Opp. TCI – The Computer Institute, Above Anchal Cloth, Mohallah – Mahatwana, Phulwari Sharif, Patna.) for Rs.100/-.

B. Filling and submitting the admission form:–

Please complete the form in its entirety as the information requested is mandatory for our record purposes. This process should take you about 30 minutes.

– You can handover the completely filled form with supporting documents listed here. Please note, you are required to submit the form within 7 days of purchase date of the form. After submission of the form, the following are the next steps in the admissions process.

C. Offer Letter:–

In case of incomplete/incorrect submissions, our admissions team shall contact the relevant parents for verification/clarification of the same.

– If the admission form and all documents are found to be in order, an offer letter will be sent to the parents via email.

D. Securing Admission:–

Post receipt of the offer letter, parents will have to pay the admission fee and secure their child's admission to The Genius English Academy.

– Admissions are on a first come first served basis and there are limited seats available. Parents are requested to submit the form at the earliest to secure admission for their child.

(Admission is confirmed only post payment of the admission fees.)

2. Online Admission Form – Admission process

A. Filling and submitting the admission form:

[Click here to FILL the FORM](#) in its entirety as the information requested is mandatory for our record purposes. This process should take you about 30 minutes, including the uploading of required documents and online payment of registration fee of Rs. 100/- per form.
– After submission of the form, the following are the next steps in the admissions process.

B. Offer Letter:–

In case of incomplete/incorrect submissions, our admissions team shall contact the relevant parents for verification/clarification of the same.
– If the admission form and all documents are found to be in order, an offer letter will be sent to the parents via email.
– All applications received before 11:59 pm on Sunday every week shall receive a response via email by the following Friday.

C. Securing Admission:–

Post receipt of the offer letter, parents will have to pay the admission fee and secure their child's admission to The Genius English Academy.
– Admissions are on a first come first served basis and there are limited seats available. Parents are requested to submit the form at the earliest to secure admission for their child.

(Admission is confirmed only post payment of the admission fees.)

(Please note that all important communication regarding the admissions process will be via email. Please add all geniusenglishacademy.in emails to your safe senders list.)

If you have any queries or need clarifications, please feel free to get in touch with us on **9819224356** or email us at **admissions@geniusenglishacademy.in**. We are available from **Monday to Saturday** (excluding public holidays) from **9 am to 6 pm**.

Age Criteria 2022-23	
Grade	Applicable Age
Nursery	3 years complete by 31st December 2022
LKG	4 years complete by 31st December 2022
UKG	5 years complete by 31st December 2022
Grade 1	6 years complete by 31st December 2022
Grade 2 onwards	Based on Passed & Promoted Certificate of previous class

General Instructions For Admission Process

To complete the Online Admission Application Process, kindly follow the mentioned steps:

1. Fill out the Admission Application Form.
2. Pay the necessary application processing fee (non-refundable).
3. Upload the scanned copies of original documents and the latest coloured photographs by clicking on the link.
4. To refer to the list of documents to be uploaded, kindly click the link.
5. To refer to the Fee structure, click on the link.
6. After filling and duly submitting the Admission Application Form and paying the application processing fee, a provisional registration number and online payment id will be shared with the parent through an email and SMS which needs to be used throughout the admission process.
7. Admission will be granted post verification of documents and payment of the fee.

Important Guidelines For Filling Up The Form

1. All fields marked with asterisk (*) are mandatory. In case any field is not applicable, mention NA.
2. The incomplete application form and those with incorrect information will automatically stand rejected.
3. Fill all the particulars of the form accurately and carefully.
4. The date of birth filled in the form must tally with the one recorded in the Date of Birth certificate issued by the Municipal Office.
5. You will receive confirmation email and SMS with online payment ID and Provisional Registration Number.
6. Keep the scanned copies of the original documents ready at the time of applying as these are mandatory for filling the form.
7. Upload the required documents using online payment ID and Provisional Registration Number.
 - a. Latest photograph of the child and each parent (in Jpeg format).
 - b. Birth Certificate/ Passport of the child.
 - c. Proof of residence both permanent and current (Aadhaar card/passport/ voter id/ utility bill/ rent agreement/sales deed/ ration card).
 - d. Photo id proof of both the parents (Aadhaar card/passport/ voter id / driving license).
 - e. Academic transcript of last session and current session till date for admission in grade III and above.
8. This application will be valid only for 2 months from the date of submission.

Note: Submission of a complete application form is a request for admission and does not guarantee admission as the seats available are limited.

Undertaking ☐ **I have read and agreed with the instructions above**

Admission Application Form