<u>**PROCEDURE FOR FEE PAYMENTS**</u>

Dear Parents,

We are pleased to inform you that we have made simpler and easiest way to make the school fee payment **ONLINE** through our website www.stdominicsavioandheri.edu.in

THE PROCEDURE FOR ONLINE FEE PAYMENT

    a. Every child is allotted with **Unique ID** number and Password through which the data of the student can be easily accessed by the parents from this school website.

    b. The **USER ID** and the **PASSWORD** will be sent to your registered mobile number.

    c. Log on to www.stdominicsavioandheri.edu.in

    d. Login at the parent's column with the user ID and Password sent to you.

    e. Click at the "Fee Payment" button at the left side menu.

    f. Click on the month for which you want to pay the School Fee. Kindly pay for all previous months which are not paid.

    g. Choose your desired Payment Option (Debit Card / Net Banking / Credit Card) and pay the Fees. (Kindly note that minimum transactional charges will be applicable by the payment gate way provider.)

    h. Kindly wait and do not refresh the page until the "Payment Successful" message appears on your screen.

    i. Print the receipt for your reference.

    j. Change the password of your choice and LOGOUT.

PLEASE CONTACT THE SCHOOL OFFICE FOR ANY CLARIFICATION