

## ONLINE FEES PAYMENT

1. Ways to make fee payment.
  - i. Online Fee Payment by Net Banking/ Visa / Master Credit/ Debit Cards.
2. Student / Parent have to enter the Admission Number / Date of Birth / Name of the Student.
3. Click on “Proceed” to get the details of the fee dues.
4. If payment is to be made online, click on “Pay Online” and you will be directed to online portal, wherein you have to select your mode of payment such as Credit Card, Debit Card and Net Banking. Kindly follow the instructions as applicable to your choice of payment.
5. Each transaction Processing Charges:
  - i. If you choose to pay through any internet banking transaction an additional amount of Rs. 20 + Taxes (Rupees Twenty + applicable taxes)for all other banks shall be charged from you additionally.
  - ii. If you choose pay through any credit card a charge of 1.40% (One point four Percent only+ applicable taxes) shall be payable. This amount will be automatically added in your fee due amount.
  - iii. If there are any additional charges levied by your card vendor for this purpose, it will be an additional cost to be borne by you as applicable.

### **Terms and Conditions**

Detailed instructions are given in the login page of the web payment as to the procedure to be followed in case of completed transaction and payment confirmation slip received and also failed transaction. Please follow the instruction carefully.

Once “Pay Online” – option is selected you will be directed for payment through net banking or debit / credit card. You can choose the desired payment option and proceed.

Once the payment is successful, you will get a payment confirmation slip and the student has to keep the same for reference.

In case the payment is not successful due to any reason you will get a display on the student of failure in payment.

In case none of the above two happens, and there is heavy delay in any response from the system – if you have not proceeded with payment and not given card detail particulars, you may proceed from the beginning again and start the payment process again.

In case you have given all the debit / credit card details or net banking authorization for payment, and have not got any response, please check with your bankers or Credit Card Company and see if your account is debited. If your bank account/cc is debited, please don't make any attempt to pay again.

### **Cancellation / Refund Policy**

There is no cancellation option for the students / parents

In case of duplicate payment, end user to approach accounts department for refund with proof of the transaction/ reference/ your bank statement.

Fees once paid are non-refundable. However, for exceptional cases the management holds the right to take the decision of refund.

Refund will be processed within 5 – 7 working days, respective payment bill desk will send back to the issuing bank in batches for processing, which should approximately take 8-9 working days, depending on issuing banks policies

IMPORTANT: By submitting a payment through the online – payment site you are agreeing to these terms and conditions. The institution may update these terms form time and any charges will be effective immediately on being set out here / WEBSITE.

I accept all terms and conditions

Submit

## Penalty for late payment of School dues

- Collecting fine is not the objective of the school, but late payment of fee has to be addresses as the school runs on the fee only.
- The school fee is payable quarterly and the information is sent to the parents in advance.

## Website Privacy Policy

Conditions of Use and Privacy Statement

- 1) **General.** St. Antony's Convent School, Adampur enables users to pay school fee online through school website portal. Online Services are provided through a secure website using Indiaideas.com limited. All such Online Services shall be subject to these Terms and Conditions for Online Services, and the Terms of use of St. Antony's Convent School, Adampurstudent portal, which are incorporated herein by reference.
- 2) **Use of Online Services.** The Trust makes Online Services for School fee payment only. Please do not modify the information or make it available to third parties through a networked computer environment and do not make any additional representations or warranties regarding the information.
- 3) **Information.** You hereby authorize St. Antony's Convent School, Adampur portal to collect information about you (including information about transactions processed by you) from time to time through the St. Antony's Convent School, Adampur Portal. Any such information collected shall be treated in accordance with the St. Antony's Convent School, Adampur privacy Policy.St. Antony's Convent School, Adampur may disclose information about you (including your identity) to a third party if necessary to carry out the Online Services, or in the course of a criminal or other legal investigation, or if disclosure is necessary in connection with any complaint regarding your use of the site.
- 4) **Consent for us to receive and store information in electronic form.** Use of these services means that you agree to provide information through electronic means. This means you agree to provide any relevant information, documents and attachments in the format and to the standard described for each transaction. It also means you agree and understand that the information will be retained in electronic form.
- 5) **Consent for us to provide you with information in electronic form.** Use of these services means that you agree to receive information through electronic means. Where information is requested by another person, the requesting party is deemed to be the recipient's agent and

is presumed to have obtained the consent of the recipient to receive the information in electronic format.

- 6) **Registered users.** Online fee payment services offered by St. Antony's Convent School, Adampur portal requires verified access for verification of your identity (e.g you card number and password on the payment bill desk). You agree that all information provided by you on the payment bill desk in relation to online services shall be current, complete and accurate. You agree to comply with all such terms and conditions in respect of your use of Online Services.
- 7) **Password Security.** We recommend the password you select should not relate to any readily accessible data such as your name, birth date, address, telephone number, driver's licence, Number plate or passport. Nor may it be an obvious combination of letters and numbers, including sequential or same numbers or letters. You are entirely responsible for maintaining the security of your login ID and password, and for all activity which occurs on or through your account, and, through your credit card, whether authorized or unauthorized, including you, or any of your known entity. You should change your password immediately if you believe that your login ID and password have been used without authorization. St. Antony's Convent School, Adampur portal shall not have any liability for your failure to comply with these obligations.
- 8) **Security.** Online Services are provided through a secure payment bill desk. However, you acknowledge and agree that Internet transmissions are never entirely secure or private, and that any message or information you send to or through the website (including credit card information) may be read or intercepted by others, even where a website is stated as being secure. St. Antony's Convent School, Adampur portal shall have no liability for the interception or 'hacking' of data through the website by unauthorized third parties.
- 9) **Accuracy and binding nature of the Transaction Information.** Upon completing Online Services, you will be presented with a confirmation screen verifying the transaction details you wish to process. It is your responsibility to verify that all transaction information and other details are correct. The transaction shall be deemed binding at the time the confirmation screen is displayed. You should print the transaction confirmation for future reference and your files. St. Antony's Convent School, Adampur portal shall have no liability for transactions which are incorrect as a result of inaccurate data entry in the course of providing Online Services or for loss of data or information caused by factors outside of St. Antony's Convent School, Adampur portal's control.
- 10) **Right to suspend, alter or cancel service.** Use of St. Antony's Convent School, Adampur portal shall be entitled at any time without prior notice or any liability to you, to cancel or suspend the online fee payment services and / or to substitute alternative services, way may or may not be interactive or transactional in nature.