

**Subject: Payment of the school fee**

Dear parents,

This is for your kind information that you have not paid the school fee from July – September. Please pay the school fee through online mode only. Not by check.

After the online payment of the fee, send the payment receipt through WhatsApp number – 8004728554. Please whatsapp call if any query. Kindly ignore if already paid.

**Procedure to make payment through E- care panel and mobile application**

Step – 1 Login to e-Care panel or Mobile Application

Step – 2 Click on main tab “Online Payment Option” Enter Personal E-Mail ID to receive acknowledgement

Step – 3 Click on the interrogation symbol “?” to check the school fee structure

Step – 4 Enter the payable amount in the (Pay Amount Section)

Step – 5 Click on Next

Step – 6 Read & accept terms and condition.

Step – 7 Click on “Pay now” you will be redirected to payment gateway. Enter your details to do the online transaction.

Step – 8 Receive acknowledgement on your personal E-mail ID.

With regards,

Sr. Liji Chachochan

Treasurer