

Dear Parent

This is to inform you to pay the School Fees through online SBI Collect instead of coming to School during this Pandemic Situation.

Procedure for online payment:

- 1) Open Web Browser (e.g. Google Chrome)
- 2) SBI Collect Portal → Term Condition Accept → Proceed
- 3) State of Corporate / Institution (e.g. West Bengal)
- 4) Type of Corporate / Institution (e.g. Educational Institutions) → Go
- 5) Educational Institutions Name (e.g. STPAULSACADEMY) → Submit
- 6) Select Payment Category (e.g. April 2021 Fees)
- 7) Provide details of payment (Details of the student & Debit A/c holder) → Submit → Confirm
- 8) Choose the mode of payment

With regards,

Mr. John Mazumdar

Principal