



# MARYGIRI PUBLIC SCHOOL

An Institution Run by CMI Fathers

KOOATHATTUKULAM

Circular No: MPS/GC/12/21-22

Date: 10/08/2021

## Guidelines for the School Fee payment

Dear parents,

This is in continuation of the circular ( MPS/GC/10/21-22) dated 09/08/2021. This is to explain the payment methods of the school fee.

### **I. Payment using Entab CampusCare school software**

☞ This is the **most preferred method** by the school as it helps the school to identify the payer and the parent will be able to get the payment history through the mobile app. They will also be able to generate the receipt on payment.

☞ Tutorial videos and the pdf were already given along with the previous circular for better understanding.

### **II. Payment using FedMobile/ Fednet ( only for those who have Federal bank account)**

1. Login to the Fed Mobile| Fednet
2. Select “Other services”
3. Select “Efee”
4. Select City (Koothattukulam) and the School name. Click Next
5. Please enter the Student ID (Admission No.) – Click on confirm button
6. Finalise the payment with the further procedures

### **III. Payment using BHIM LOTZA (For all bank account users)**

1. Download and Login to the BHIM LOTZA App  
(<https://play.google.com/store/apps/details?id=com.upi.federalbank.org.lotza>)
2. Click on “Store”
3. Select School Fee
4. Click on “More institutions”
5. Select City (Koothattukulam) and the School name. Click on Proceed.
6. Please enter the student ID (admission number). Click on Proceed.
7. You can see student fee details. Press Proceed.
8. Make payment.

**Counter Payment at Federal bank branches is not recommended** (Reasons: Covid protocols and an extra service charge of ₹25 is levied by the bank)

### **Counter payment at school**

Those who find it difficult to make the payment in any of the above methods may make the payment in cash directly at the school office. **But this is generally not encouraged for two reasons:**

- a) CBSE encourages online payment
- b) Covid situation

### **Methods that are not preferred**

- Transferring the fee amount directly to school account is **strictly not acceptable** as we are unable to identify the payer.
- Some parents used to transfer directly to the account using Google Pay. It is **not acceptable** anymore. Those who use Google pay may do so only through the UPI interface of the software.
- If anyone follows the direct account transfer method it will not be reflected in their payment history in the mobile app.

### **Please note**

- Those parents who used to pay with the **auto debit system** of Federal Bank may please note that the existing auto debit system is cancelled. If anyone wants to continue with that they should contact the bank.
- If you have **fee arrears**, the system will be accepting the arrears first even if you are trying to pay the following quarter's fee.
- Parents please note that there is a slight **change in the admission number** of all the students **except KG, Class 10 and Class 12.**

An alphabet is added( prefixed) to the admission number. Please take note of the change. Class 11 students (those who studied here) should take note of the fact that their old admission number does not exist anymore. They have a new number.

The following will help you to understand the change in the Admission number:

KG- eg: K3205

Classes 1 to 9- eg: S5977

Class 11- eg: P1078

No change in Class 10&12

Regards,

Principal

10/08/2021