



**Subject: Payment of Fee through online portal**

**Classes: Nursery-XII**

**SPS/ 312/2024**

**15<sup>th</sup> July, 2024**

Dear Parent

We wish to put to your notice that despite sending multiple circulars only to use the **Fee Portal** for fee payment, a number of parents are still depositing the fee directly into the bank through NEFT or online banking. Please note that the fees which is credited to our bank directly does not reflect on the portal, this results in reflecting the child as a defaulter.

We would like to reiterate that our software automatically applies charges to individuals who fail to pay fees on time. To avoid any inconvenience associated with this process, we strongly encourage fees to be submitted exclusively through our online portal. For detailed guidance on accessing your ward's individual fee account, please consult the circular dated June 29, 2024. The link of the same is given here: <https://salwanpublicschool.com/wp-content/uploads/2024/06/Pending-Fees-Nursery-XII.pdf>

Hence, we hereby inform through this circular that the school will not be accepting fee by any other mode than the online fee portal.

We would like to again inform you that direct payments through any type of online transfers will not be accepted by the school. Therefore, you are requested to give instructions to your bank to stop ECS (automatic payments) immediately. Additionally, parents are requested to resolve any mismatches reflected on the portal at least a week before the payment due date.

We seek your cooperation in order to have a seamless fee deposit and collection system in order to avoid any inconvenience in future.

Regards

Principal