

ADMIN INFORMATION**1. Date of Commencement of session 2018-2019:**

a) Friday, 20th April 2018.

2. School Timing: Reporting timing shall be with effect from: **20-04-18**

a) Classes NUR-II: 9.00 a.m. to 12.50 p.m. (Buses 1st stoppage - 7.30 a.m.)

b) Classes III-VII: 9.00 a.m. to 2.50 p.m. (Buses 1st stoppage - 7.30 a.m.)

3. Tuition Fees: (Rs. 2400/ - Classes Nursery & Prep)

(Rs.2600/- Classes I - VII)

4. Transport Fees: Rs. 1500/- – 1800/-

5. Monthly Fees: Monthly fees (Transport + Tuition) beginning from April 2018 to be deposited by the 10th of every month either online by accessing our website www.dpsfulbarisiliguri.com or **by swiping your card (Debit Card/ATM Card)** by visiting the school office, failing which a late fee fine of Rs. 10 will be levied per day. However an additional 1% will be levied as bank charges on the amount which you are paying. For **online fee payment process**, please refer to the points mentioned below.

6. Please note that the monthly fee for the months of **May – June and Feb - March** to be deposited together by **10th of May and Feb respectively.**

ONLINE FEE PAYMENT PROCESS:

- Visit our official website www.dpsfulbarisiliguri.com
- There is an Icon Student Online Portal. Click on that Icon.
- You will be directed to the payment portal where you will be required to fill in the necessary data.
- Put **Admission No as User ID, Date of Birth as Password**. For e.g. if your ward's Admission No is **II/1234/18-19** & Date of Birth is 16/07/2011, then your user id would be **II/1234/18-19** & Password would be **16072011**. After that click on submit button. Your ward's profile will open.
- Then click on the icon with 'Click Here To Pay Fee Online' and the amount for selected month will appear.
- However you have an option of paying for more than one month at a time. You will have to provide an **email id** in which you want to receive the payment receipt. After that you will have to enter captcha code.
- After that, click on '**Pay Fee Online**'. Here, you will be redirected to the '**Payment Gateway**' and you can pay the fees by using **Net Banking, Debit/Credit Cards**.
- A transaction receipt will be generated and you have the option of taking a **print out** or you can **save** for future correspondence.
- In the Dashboard of your Ward's Profile there is an icon '**Fee Receipt Details**'. You have access to print Fee Payment Receipt any time as per your convenience.
- In the Dashboard there is a **tab button** for '**Order Online Detail**'. From here you can check the status of your Payment.
- Also, you have the option of updating your ward's information (contact no. & email id.) on the **student online portal** provided on the home page of the school website.

>>Please ensure to verify fee summary before proceeding to pay online fee. If your ward's fee is already paid and is not updated in the "Student Online Portal" then please contact School Office and get it updated immediately.

Shailender Kaur
Headmistress