

BUNTS SANGHA'S  
S.M.SHETTY HIGH SCHOOL & JR.COLLEGE  
KOPARI, POWAI MUMBAI – 400 076

Circular Sec / 22/ 2018-2019

December 10, 2018

Dear Parents,

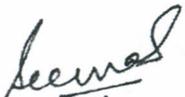
Hope that you have kept up to the schedule of fee payment. If not please note that portal will be closed on 11<sup>th</sup> December, 2018 for updation. Portal will be online for fee collection from 13<sup>th</sup> December, 2018 onwards.

Please make a note the new procedure for payment of fees as given below.

**Tabular representation stating benefits of new process**

| Current Process  | New Process   |
|--|---|
| <b>Modes of Payment</b>  |   |
| Debit Card, Credit Card, Internet Banking  | Online mode: Debit Card, Credit Card, Internet Banking.<br>Offline mode: Cash Deposit, NEFT, RTGS into any branch of Axis Bank. |
| <b>Gateway Charges</b>   |   |
| Debit Card / Credit Card= Appx. 1% to 2% of Transaction Value. Internet Banking= Flat Rs. 23/- irrespective of Transaction Value | <b>Zero Gateway Charges for any mode of payment.</b>  |

Notes: Parents can still pay their school fees through cosmos bank by cash, cheque or DD only.

  
Principal

### Steps for Online Fees Payment

- Step 1: Browse for [http://www.smsshettyinstitute.org/bs\\_highschool/](http://www.smsshettyinstitute.org/bs_highschool/) on Internet.
- Step 2: Then click on "Parents Login" which appears on upper right corner of website.
- Step 3: Login with Username & Password which is printed on Students Calendar.
- Step 4: Then Click on "My Fees Section" which appears on Left side of Screen.
- Step 5: Then Click on "Pay Online" under Make Online Payment Section
- Step 6: Then Click on check box representing the fees head you desire to pay
- Step 7: Read the Terms & Conditions and click on "I Agree" check box.
- Step 8: The Site will be redirected to Payment Portal. Select the desired mode of Payment  
i.e. Debit Card / Credit Card / Internet Banking.
- Step 9: Fill in the details as required by payment gateway.
- Step 10: On Successful payment of Fees an Acknowledgment will be generated stating that  
the transaction is completed successfully. This Acknowledgment just a  
confirmation of Successful Fees payment.
- Step 11: Computer Generated Receipt will be available for download in "Fees Receipt" head  
under "My Fees Section" tab, within 10 days of fees payment. This Receipt being  
system generated doesn't require authentication.

For any query or doubt feel free to write us on [onlinequery@smsshettyinstitute.in](mailto:onlinequery@smsshettyinstitute.in)

### Steps for Offline Fees Payment

- Step 1 to Step 7 remains same as above.
- Step 8: The Site will be redirected to Payment Portal. Parents need to select the desired  
mode of Payment i.e. Cash, Cheque/DD/PO and NEFT/RTGS.
- Step 9: Prefilled Payment Slip will appear on website and the same needs to be downloaded  
and Printout has to be taken.
- Step 10: Parents can visit any AXIS bank branch for depositing Cash, Cheque/DD/PO  
along with the prefilled slip. Bank will return the Prefilled slip.
- Step 11: Computer Generated Receipt will be available for download in "Fees Receipt" head  
under "My Fees Section" tab, within 10 days of fees payment. This Receipt being  
system generated doesn't require authentication.

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