

School Fee Payment Procedure: 2024-2025

Please follow the following STEPS to **download / update the School ERP Application**.

1) Go to the “**Google Play Store**”

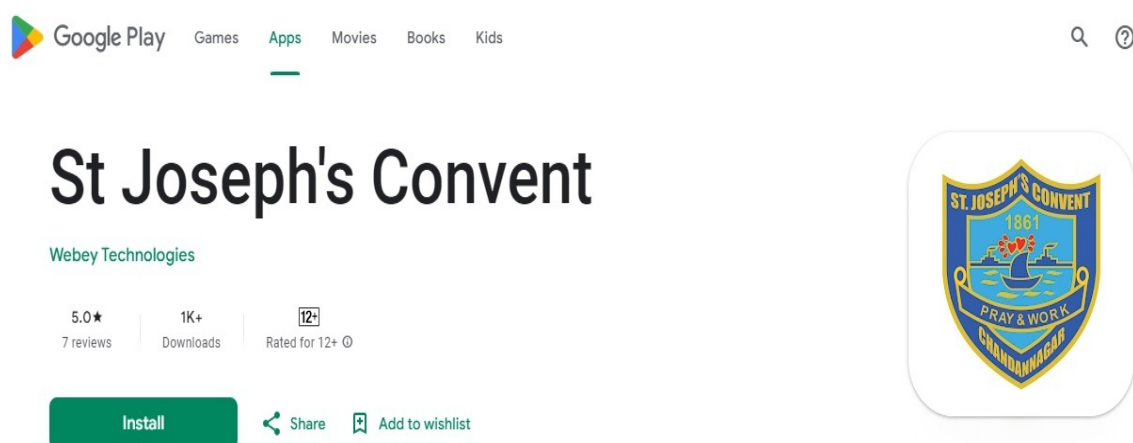
2) **Type** St. Joseph’s Convent Chandannagar

Or

Click the link “<https://play.google.com/store/apps/details?id=in.co.stjc.ischool>”

Or

Click the link send to you by Whatsapp Class group



3) Install the App

Or

Update the App [**If already installed, updating is mandatory**]

4) Use the **student ID** [provided by the school]

5) Use ONLY “**Guardian’s Mobile Number**” [Reflected in the student ID Card]

6) Use **OTP** [that will be sent only to “Guardian’s mobile number” for the login]

7) Go to “**Fees Tab**” [screenshot here below]



8) Click the “Pay online” and proceed for the payment

Session	Class-Roll No	Total	Paid	Rebate	Due
2021-2022	1-A-23	₹ 12000	0	0	52000

Total Payable amount is ₹ 41200

₹ 1200 PAY ₹ 1200 ONLINE

Fees Payment History of the student

Receipt #	Date	Paid amount
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Payment History of Item Sell

Sell Receipt #	Date	Paid amount
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Rebate History of the student

Rebate #	Date	Rebate amount
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9) Pay by any payment option "Debit card / Credit card/ Net banking/UPI".

10) **Those who wish to pay Offline / Counter Payment, must collect the fee book from the School office.**

11) **Parents who wish to pay for the whole year or for a few months at a time may do so.**

12) **For any other queries**, kindly contact school office at office time only, along with the details of the students. [ERP number, Name, Class and Section]

Monday to Friday : 8.30 am to 11.00 am

Email : sjcofficemail1861@gmail.com

Contact number: 7596047718.

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