

Tender Heart High School, Sector 33-B, Chd.

Notice regarding online School Fee payment through 'Schoolpad'

(Long version)

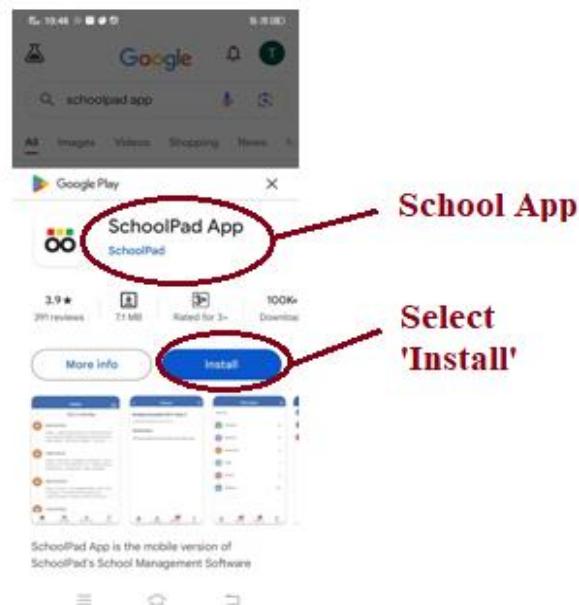
Dated : 30.03.2024

Dear Parent/s,

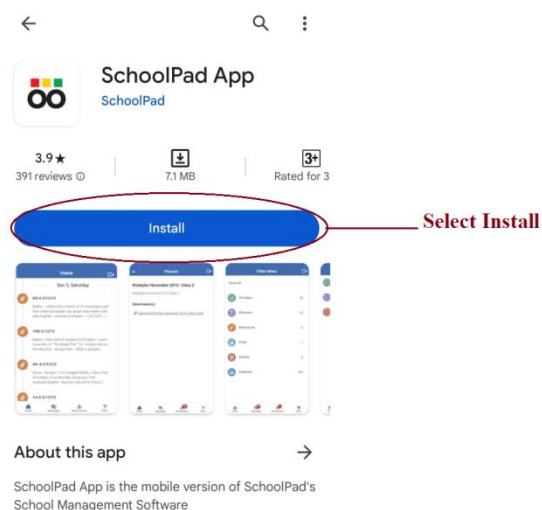
This notice is towards online payment of School Fees starting from 1st Quarter of the new session 2024-2025. The School Fees will now be payable exclusively through an 'Application' named 'Schoolpad'.

Parents may kindly follow the following steps for installation of the Application- 'Schoolpad' and online payment of School Fee through 'Schoolpad' :

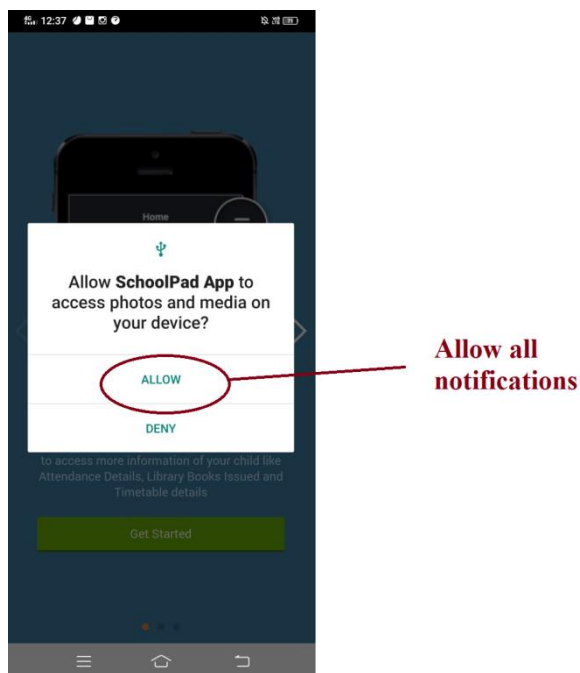
- (i) On the mobile phone this Application can be reached by typing 'Schoolpad' in Google search and can be downloaded from the Google Play Store.



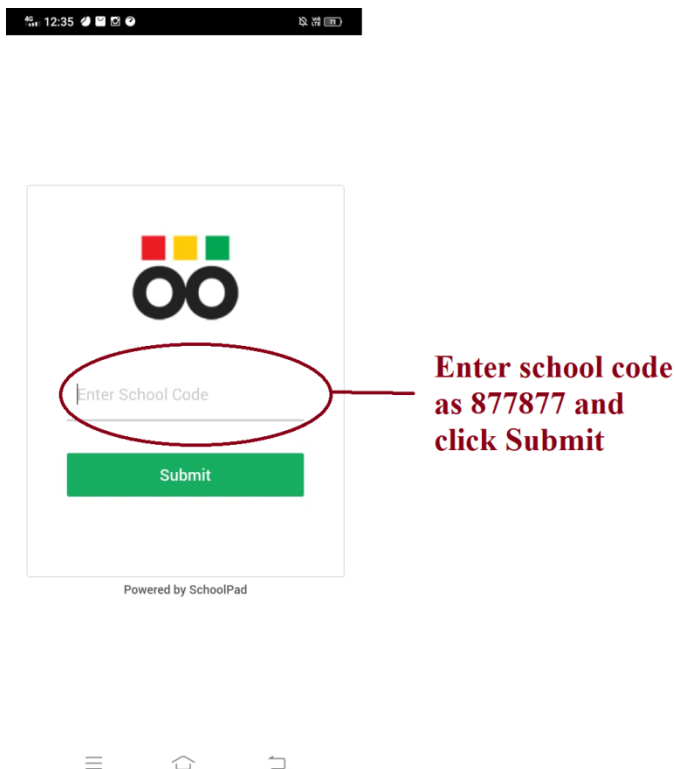
- (ii) Install the 'School Pad' Application on your mobile from the Google Play store.



- (iii) On downloading the ‘School Pad’ Application – please press ‘Open’. On opening the ‘School Pad’ Application, the screen will appear as follows :



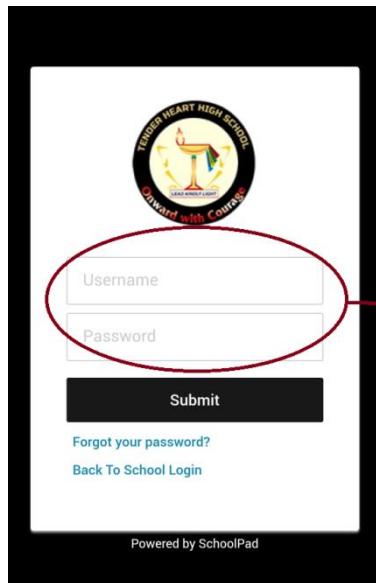
- (iv) Allow all the notifications as being asked by the Application. The screen will appear as follows :



and the Application will ask for ‘School Code’.

School Code of our school is : 877 877.

On feeding the School Code the screen will appear as



Enter user name
and password
here

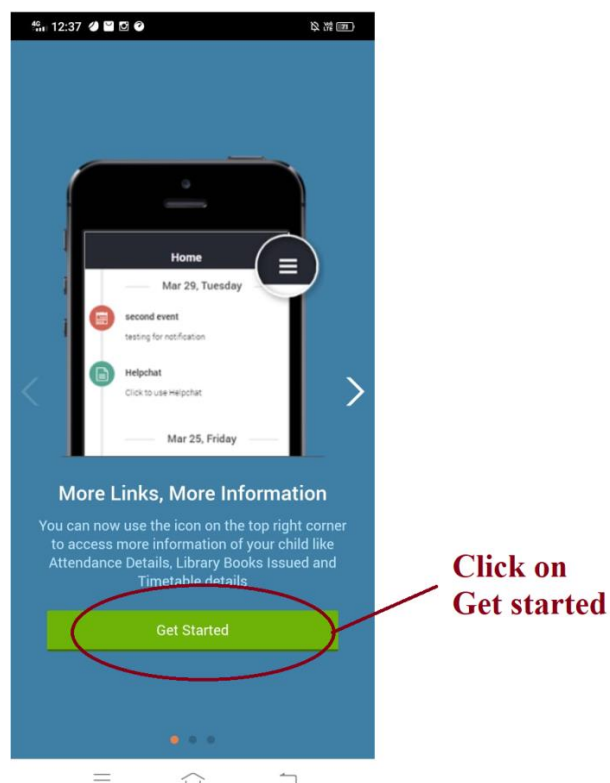
And the Application will now ask for User Name and Password.

The user name is - Capital P followed by Admn No of your child eg P9018

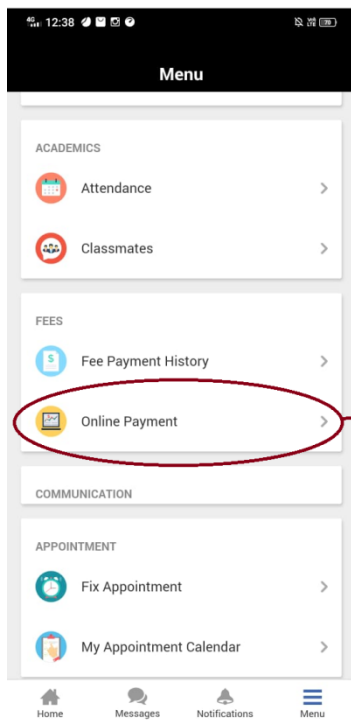
Password may be entered as - schoolpad

After the first login with the above password 'schoolpad', parents have the option of changing the password for subsequent use. Parents may kindly make a careful note of the password they are using.

(v) After entering School Code and password - Enter 'Submit'-and the page will open as under

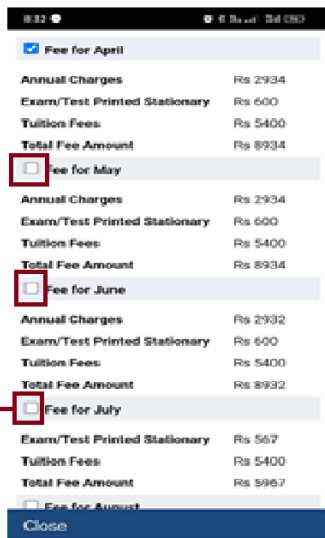


Click on 'Get Started' [as shown on the above], the screen will now appear as

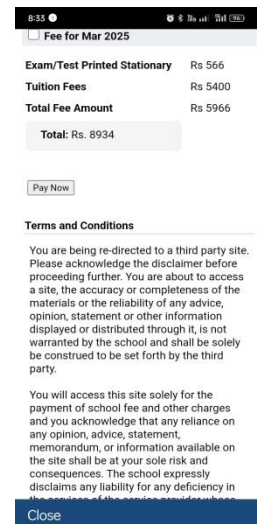
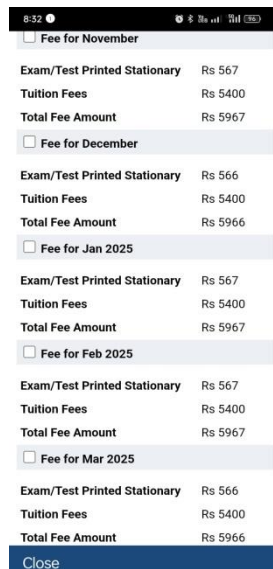
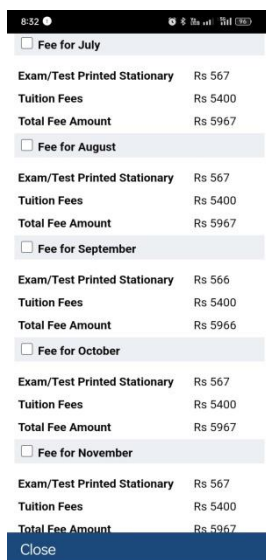


Select Online Payment

(vi) Under the Menu , Click as the head – 'Online payment' The screen showing the fee payment details for various months will appear as follows :

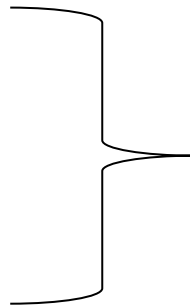
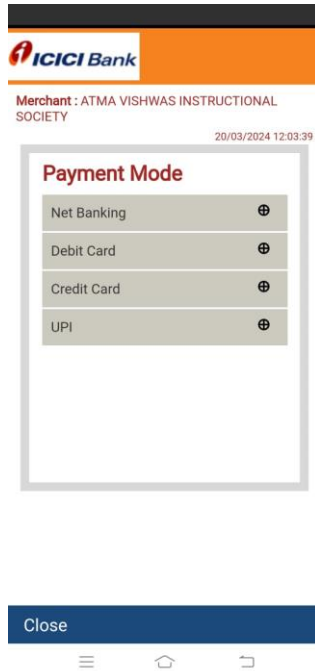


Check this box - to select the month for Fee Payment



Fee payment has been generated on month wise basis and parents have the option of paying one month at a time or as per their choice of months.

(vii) Select the month/s for which you want to make fee payment and then at the bottom select 'Pay Now' Now the screen will appear as follows :



Choose the mode of payment
By selecting any one of these options

The fee payment options are as follows :

- i. Debit Card
- ii. UPI
- iii. Credit Card
- iv. Net Banking

Make the payment choosing the options [Debit Card, UPI, Credit Card, Net Banking]

Further the fee payment instructions are as follows :

- i. The last day of payment is 15th of the month for which the payment is due.
- ii. Thereafter late fee from the very next day (i.e. 16th of that month) of Rs. 150 will be applied.
There is no consideration of Sundays or Holidays as this is online payment .
- iii. From the 17th day of the month a further Rs. 15/- per day late fee will be applicable.

- iv. Keeping the above in mind it is in interest of the parents that the School fees is paid by the 15th day of the month in which it is due.
- v. No skipping of months is allowed in the program. Follow the months in the chronological order.
- vi. In case of any issues arising out of difficulty in fee payment kindly contact Mr.LokeshArora, No. 9815164146, Mr.AmitNarang No. 9915792998.
- vii. School fee is only to be paid through the school Application - Schoolpad. Any fee paid by the parents in bank directly or any fee transferred to School account via net banking or UPI will not be acknowledged and late fee on such fee paid will be charged accordingly.
- viii. As there is a substantial proportion of parents estimated at around 7% - 9% every year who prefer to pay full year's fees in one go itself , these parents may kindly tick all the months and the discount will be displayed which is calculated at approx 3% of the total fee. This discount is applicable if the full year's fee is paid on or before 15th April and not thereafter .
- xi. The receipt for the payment made will be generated on the said Application itself and can be printed by the parent/s for their use.
As a result of the above point no fee booklets are being issued starting this Academic Session.
- xii. If due to glitches/miscalculations if any excess fee money gets charged to parents, the same will be refunded separately and reversely if there is any shortfall in charges the parents may kindly pay the amount separately.
- xiii. As on date 80% of students have been loaded on to the online fee payment portal and the remaining will be added within two days time.

Principal