

## FEE PAYMENT INSTRUCTIONS - 2018

- There will be **no increase** in fees for 2018. We may consider its increase in the middle of 2018 if the new West Bengal Pay Commission comes into effect and only if there is a need.
- **We are also shifting to an online mode of payment. This is applicable only to students from India.**
- Students from Nepal and Bangladesh are not to use the online payment method. Please continue using the previous method of Bank Draft or SWIFT. Contact the school accounts office for details that are required for payment.
- The portal for the online payment of fees will be open from 10<sup>th</sup> February 2018.
- If any parent is unable to make the payment online, they are to inquire about an alternative method from the school office.
- No fee books will be issued in 2018.
- **No cash payments will be accepted by the bank or school.**
- **A late fee of Rs. 20/- will be charged per day if fees are not paid on or before the due date.**
- Note that transactional charges (to be paid by parent) are applicable as follows:

Type of Transaction	Amount Chargeable
Credit Card Transaction Processing Fee – (Visa/Master)	1.50% of transaction value
eWallets and Cash Cards Transaction Processing Fee	1.50% of transaction value
Net Banking Transaction Fee	Rs. 20/- per transaction
Debit Cards Transaction Processing Fee – (Visa/Master/RuPay)	0.75% of transaction value below Rs. 2000/- 1.00% of transaction value above Rs. 2000/-

- Transactional Charges may change as per Government Regulations or Bank Regulations.
- Parents are requested to send an email to [goethalsfees@gmail.com](mailto:goethalsfees@gmail.com) with their child's details to inform the school that they have made a payment.
- Those parents who pay through any other method (Bank Draft, NEFT, SWIFT, etc.) need to keep the school informed with the details of the payments that they make so that any confusion is avoided later.

### INSTRUCTIONS FOR ONLINE PAYMENT OF FEES

PLEASE FOLLOW THE STEPS MENTIONED BELOW TO PAY YOUR CHILD'S SCHOOL FEES THROUGH THE ONLINE PAYMENT SYSTEM

1. Type [www.gmsonlinefees.in](http://www.gmsonlinefees.in) in the address bar of your browser and press enter. A link will also be available on the school website [www.gms.edu.in](http://www.gms.edu.in)
2. On the page displayed, enter your child's Bank Book Number in the B.B. No.: text box.
3. Enter your child's Date Of Birth (DOB) in ddmmyyyy format in the password text box; (for example if your child's date of birth is 01-01-2000, then you have to enter it as 01012000 )
4. Select the session from the session dropdown list.
5. Click on Log in button to proceed.
6. After log in, you will see your child's information.
7. Click on Proceed button if your child's details are correct.
8. Select the instalment for which you want to pay the fees (I/II/III/IV).
9. Automatically the payable amount will be displayed on your screen as per the fee structure.
10. Enter the captcha that is displayed.
11. Click to Pay
12. Select your preferred mode of online transaction; (i.e. Debit Card / Credit Card / Net Banking / etc).
13. Fill all your required credentials to initiate the online payment.
14. Click on Make Payment.
15. You will receive your payment information on the screen. You can print out the payment receipt.

#### Due Dates for Fee Payment

1 <sup>st</sup> Instalment	01-03-2018
2 <sup>nd</sup> Instalment	01-05-2018
3 <sup>rd</sup> Instalment	01-07-2018
4 <sup>th</sup> Instalment	01-09-2018

For further details and assistance, please contact GMS Accounts Office – 0354-2331030 / [goethalsfees@gmail.com](mailto:goethalsfees@gmail.com)