

## Online Fee Payment Policy

This document outlines the policies for online fee payments at St. Berchmans College. It covers the following areas:

### 1. Privacy Policy

- The details you provide will be used solely for processing your fee payment to the College.
- All data will be kept secure and will not be divulged to anyone or used for any other purpose

### 2. Cancellation/Refund Policy

- Cancellations are generally not allowed after payment is made.
- Duplicate Payment:
  - In case of a duplicate payment, parents/students should approach the Rector's Office for a refund or adjustment. Please provide proof of transaction reference of your bank statement.
- Refund for New Admission:
  - Refunds for new admissions will be made according to College Policy and credited to the student's bank account.
- Other Refunds:
  - Please inquire at the College office for information on refund policies in other scenarios (e.g., withdrawal after a specific period).

### 3. Terms and Conditions

- By submitting a payment through the online payment site, you agree to these terms and conditions and any future updates posted on the College website.
- You agree that you have read and understood the guidelines for admission, eligibility criteria (including fee structure), and have applied through the college website.
- You confirm that you understand the online fee terms and procedures and have the necessary details for credit/debit card payment or net banking.

### 4. Terms & Conditions of Service

- The College offers an online fee payment facility for admissions through the internet.
- College rules and regulations apply to all online transactions, along with special conditions for internet-based payments.
- Using the online fee payment service constitutes your agreement to the following terms and conditions:
  - This agreement represents the entire agreement between you and the College regarding the online fee payment service and supersedes all prior communications.

- A printed copy of this agreement and any electronic notices will be admissible in legal proceedings.
- This agreement is between you and St. Berchmans College.

**Scope of Service:** The College does not guarantee uninterrupted, timely, secure, or error-free service.

**5. College Contact Details**

- College Name: St. Berchmans College
- Email ID: [systems@sbcollege.ac.in](mailto:systems@sbcollege.ac.in)
- Contact Number: 9961072121

**6. Dispute Resolution Process:**

- In case of any discrepancies or issues with your online fee payment, please contact the College office using the provided details. We will strive to resolve the issue promptly and fairly.

**Please note: This policy may be updated periodically. It is recommended to review the latest version before making any online fee payments.**

**07 Sep. 24**