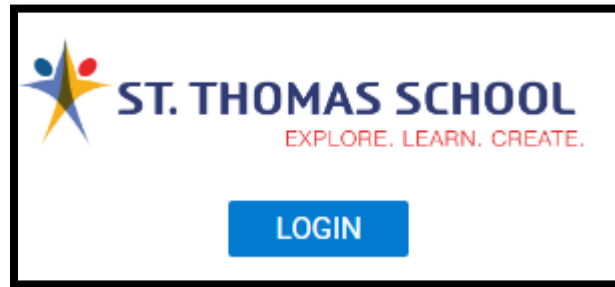




# ST. THOMAS SCHOOL

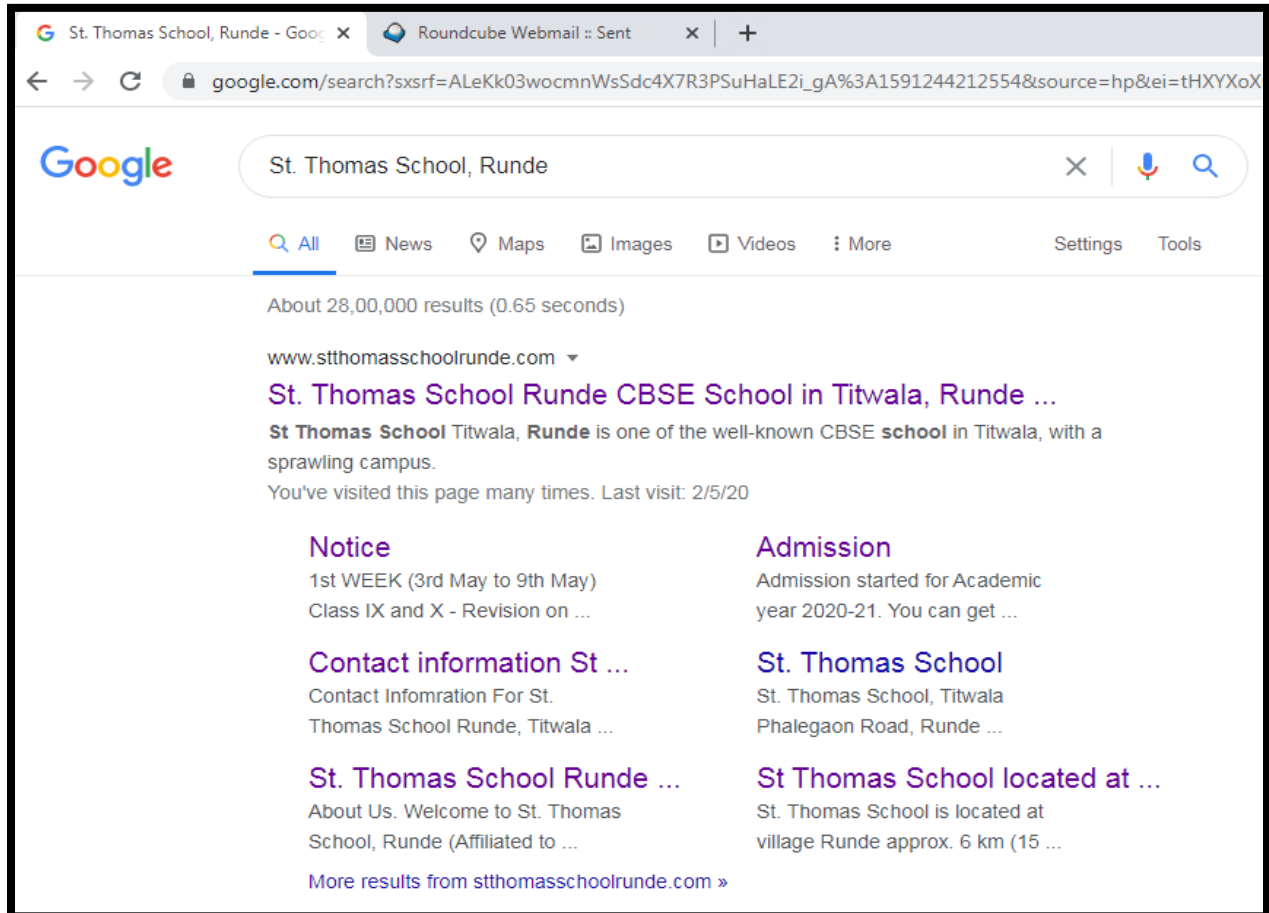
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Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**



## **STEP**

1) Open Google <https://www.google.com> and type our school name for e.g. St. Thomas School, Runde and press Enter key. Then Google will show us result for searching above mentioned school name.



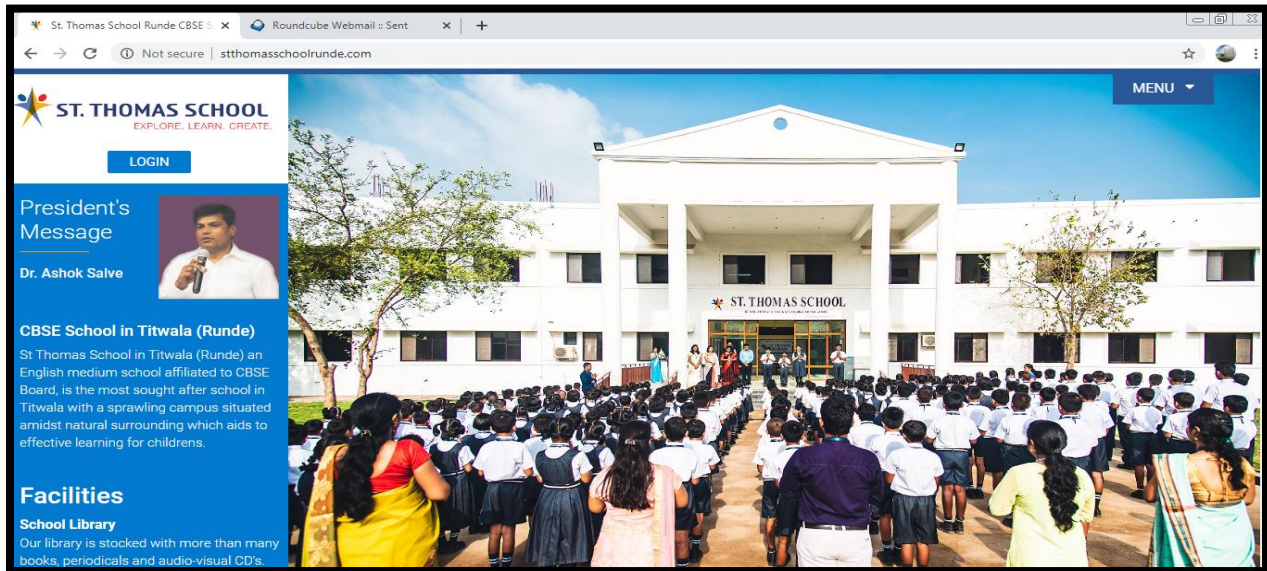
2) Now, we will click on given school official website and you will see below screen on your laptop / desktop / tab / mobile.



# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**

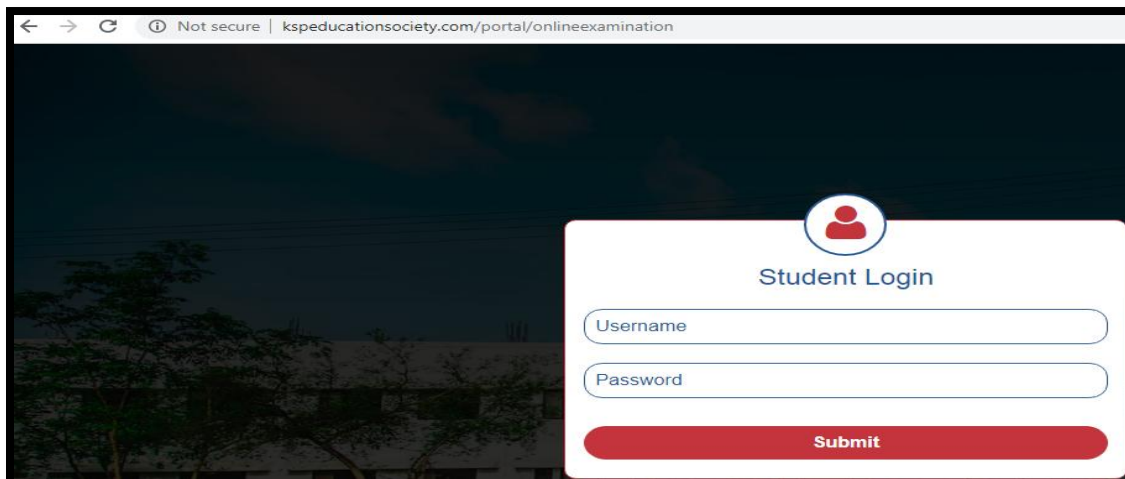


3) For new admission, you will receive one link with user id and password, so click on below login button on school website and in-house students already have user id and password.

4) After submitting admission form for new admission and verifying from school management; you will receive one link with user id and password. Then just click on below login button on school website.



5) Then below screen will appear.



Email id- [info@stthomasschoolrunde.com](mailto:info@stthomasschoolrunde.com)

Contact No. : 9967867624 & 8433595716



# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**



8) Now, use User ID and Password from your received email and do login.

Student Login

153320

.....

Submit

9) After submitting user id and password, you will find below menu for your student login.

TAMANNA GHORAI

St. Thomas School

- Dashboard
- Personal Details
- ₹ Fees
- Online Exams
- Online Exams Results
- Report
- Change Password
- Logout

10) Then parent will see in student login above given menu wise information. Now, parent wanted pay fees then they will click Fees menu.





# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**



11) After clicking on Fees menu below screen will appear.

The screenshot shows a web portal for St. Thomas School. The user is logged in as TAMANNA GHORAI. The page displays the following information:

- Academic Year:** 202021
- Fee Payment History:**

Receipt No	Payment Date	Amount	Action
25	02-12-2019	10000	<a href="#">View Receipt</a>
- Installments:**


Installments	Total Installment Fee	Action
1	10000	Already Paid
2	10000	<input checked="" type="checkbox"/>
3	10000	<input type="checkbox"/>
		Now Paying 10000
- Summary:**

Total Fees	Fees Paid	Balance Fees
30000	10000	20000

A [Pay Fee](#) button is visible at the bottom right of the page.

Here, see Student name is showing Tamanna Ghorai as student name. Academic Year: 2020-21 and fees payment history as per your payment made for Academic Year 2020-21

## **NOTE:**

- First Payment made on 02-12-2019 for AY 2020-21 of Rs 10,000.
- Receipt is generated in student profile.
- Installments count is three which is fixed for all students.
- Status is showing for each installment: paid / blank
- If there is blank then, you will proceed to pay further. So, here we have click on blank box as we are ready to pay 2<sup>nd</sup> Installment of Rs 10,000
- That means, we have selected 2<sup>nd</sup> Installment and now we will click on Pay Fee options [Pay Fee](#)
- After clicking on Pay Fee, parent will directly connect with easypay  page.
- And we have to select payment mode among three options Netbanking / Debit Card / Credit Card.
- Following screen will appear on screen.



# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**



Merchant : ST THOMAS SCHOOL RUNDE  
25/05/2020 13:05:975

### Payment Mode

Net Banking  
Debit Card  
Credit Card

Transaction ID	20052567355753
Amount	Rs. 10000
Convenience Fee	Rs. 12.72
GST	Rs. 2.28
100000	<b>Rs. 10015.00</b>

Mobile No :  Optional    Email ID :  Optional  
Payer Name :  Optional

*\*Please provide the mobile number for transaction communication & viewing transaction history.*

ICICI Bank (Retail)     Other Bank

**Proceed Now**    Cancel

- Here, we are selecting Net Banking mode of payment option and enter student installment amount.
- Bank will show you Conveyance fees and GST amount and Bank will add both fees with Installment amount.
- Parent will pay total amount as per screen by clicking Proceed Now
- Then below bank name option will appear on student login screen.

Cancel    Citrus    PAY ₹10015.00

Payment Option : Net Banking

Retail Net banking :

SBI    **HDFC**    AXIS  
KOTAK    IOB    SBH

HDFC Bank

**Pay Now**

Corporate Net banking :

ACB    AXIS    KVCB  
LVB    PNB    RBL

- Then here for example, we are selecting HDFC Bank

Email id- [info@stthomasschoolrunde.com](mailto:info@stthomasschoolrunde.com)

Contact No. : 9967867624 & 8433595716

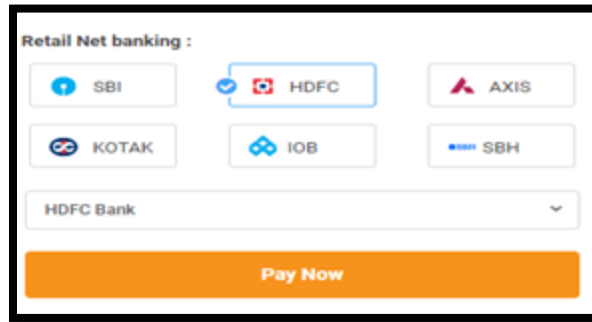




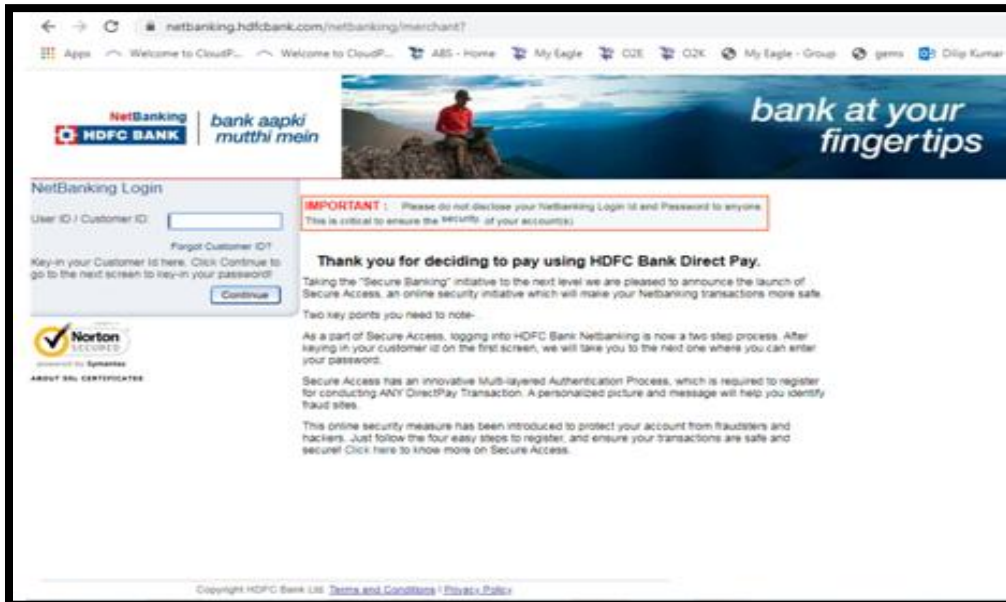
# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**



- Then Easypay link will directly connect with HDFC bank netbanking site.



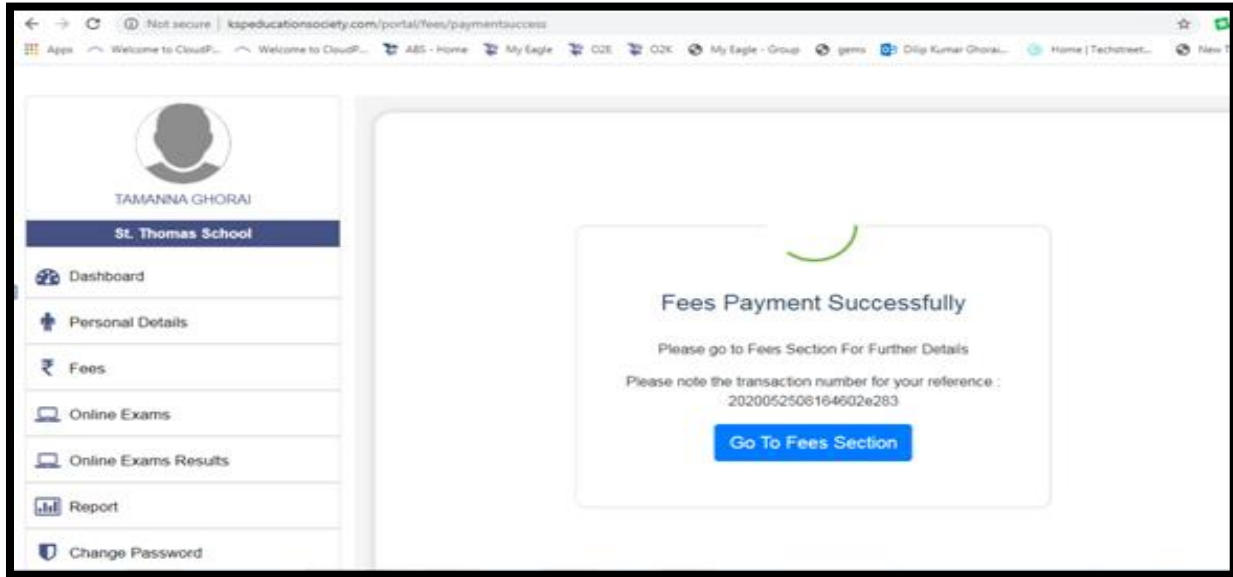
- Then here you will reach at your regular saving bank account net banking procedure.
- Enter user id and password and submit.
- They will show you total installment amount with Conveyance fees and GST.
- Click on pay and HDFC will complete process for making payment.
- And you will get notification on St. Thomas School's login page that your payment is received in school bank account.
- Please see below screen.



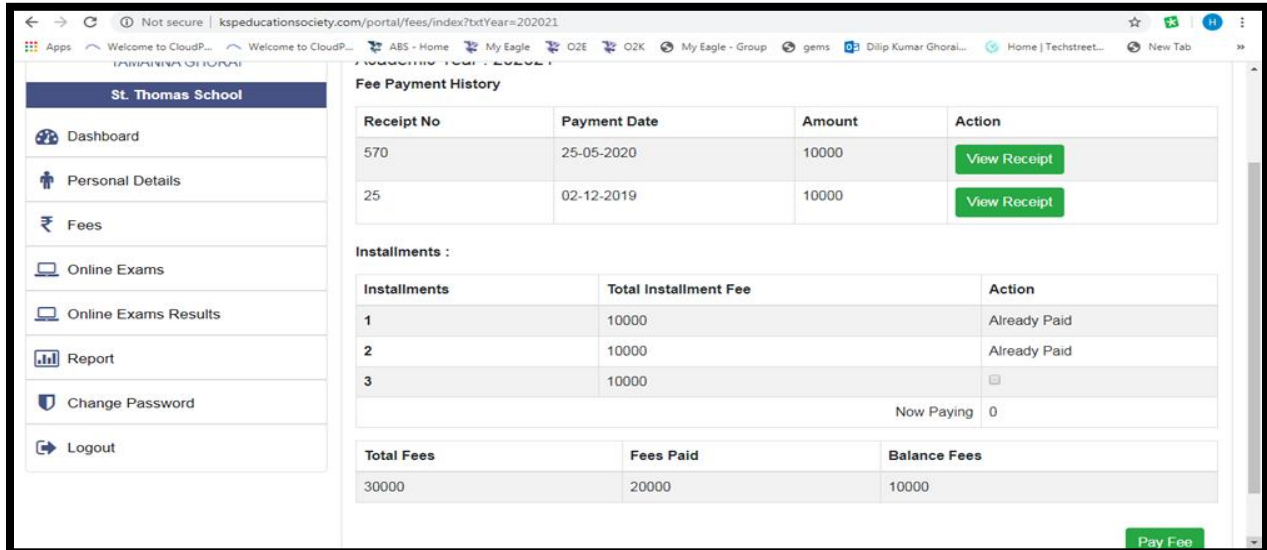
# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

CBSE Affiliation No. 1130875



- Here you will refer Fees Receipt in student login Fees Menu page.



- Now, see again there is 3rd installment blank box is visible that means you have paid school fees 20,000 till now and 3<sup>rd</sup> Installment is pending to make the School Fees payment.

12) If you want to see all the menus then click on menu top right hand side of website.

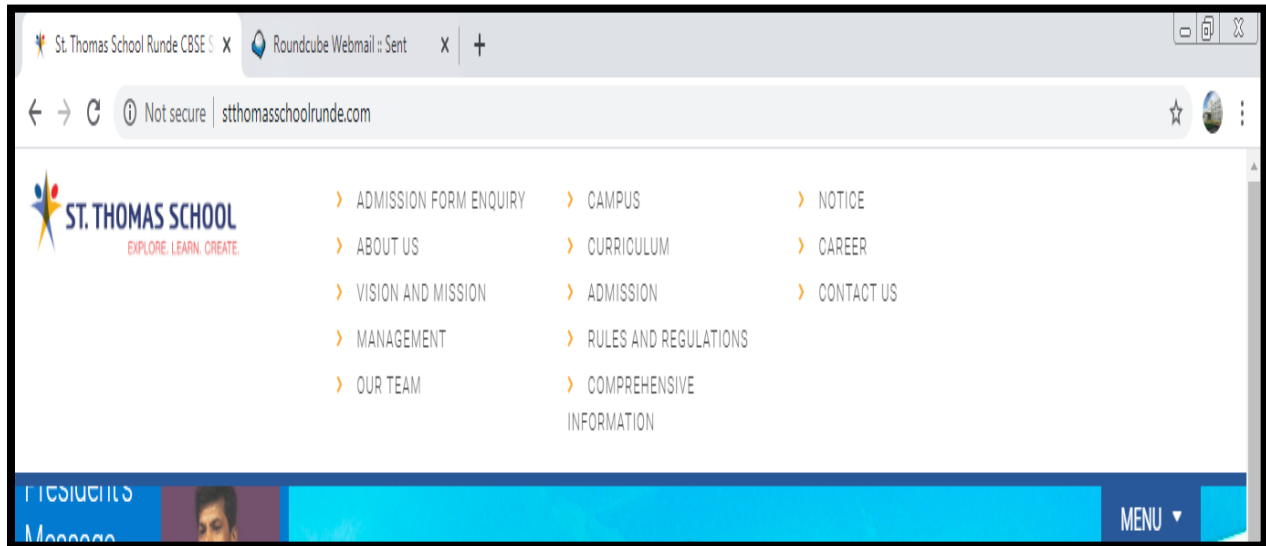




# ST. THOMAS SCHOOL

Runde, Titwala Phalegaon Road,  
Taluka: Kalyan District: Thane

**CBSE Affiliation No. 1130875**



**Note:** If you want to check information about school then click on below MENU

- a) Admission form inquiry – If you are new parent who wanted to take admission in our CBSE affiliated school then you will click on Admission form Menu and you will fill all the necessary details to submit form.
- b) About us – information about school
- c) Vision and Mission – school vision and mission
- d) Management – information about management
- e) Our Team – information about school team
- f) Campus – campus details
- g) Admission – Admission details
- h) Rules and Regulations – all rules and regulations points
- i) Comprehensive Information – Here you will get all vital information related with school for e.g. Annual report, book list, curriculum details, Fees, Training, and Committee details.
- j) Notice – School management / Student timetable / any other notice.
- k) Career – career options available
- l) Contact Us – School address, contact number and map.