



Online Fee Payment Policy

This document outlines the policies for online fee payments at St. Edmund's College, a unit of Congregation of Christian Brothers. (C.C.B.I). 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 or 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.

4. Online Fee Payment Process

- 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.

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

6. College Contact Details

- College Name: St. Edmund's College
- Email ID: stedmundscollege@gmail.com
- Contact Number: 98624-32280

7. 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.


SECRETARY

01.08.2024

Secretary
St. Edmund's College
Shillong-793003
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