



JERMELS ACADEMY, SILIGURI

IMPORTANT FEE NOTICE FOR PARENTS

DATE: 19-04-2025

Dear Parent/Guardian,

Please take note of the following regarding **SCHOOL FEES 2025-26** :

1. **FEE BOOKS** for the **2025-26 session** will be given to students on **Monday, 21.04.25**. The delay in distribution has taken place because of a tragedy in the printer's family.
2. **AXIS BANK COUNTER** for deposit of fee will remain open till **25.04.25**.
3. **NO LATE FEE** will be charged for fees of **April till 07.05.25**.
4. **The Fee Portal on the school website** for payment of fees for the current session is **ONLINE & READY**. Please refer to the following instructions:

VERY IMPORTANT:

- a) A **USER'S MANUAL** (ANNEXURE-1) has been attached with this notice. Kindly follow the procedure strictly, which has been shown in the Manual so that fee records can be updated without any errors.
 - b) The **SCHOOL FEE STRUCTURE** (ANNEXURE-2) has also been attached with this notice for your perusal.
5. **BUS FEE BOOKS** for students availing the bus service in this session should collect their fee books from the **Agnihotri Travels office**.

We regret the inconvenience caused due to this inadvertent delay.

Regards


Principal
Jermel's Academy
EJAZ E. SADIQ
PRINCIPAL
JERMELS ACADEMY

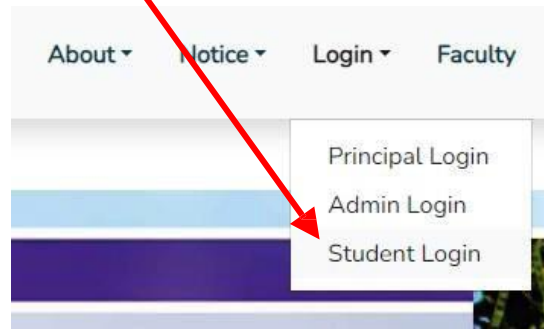


STANDARD OPERATING PROCEDURE TO PAY SCHOOL FEE ONLINE THROUGH THE SCHOOL-WEBSITE

1. Go to the website: www.jermelsacademy.org



2. Click on Student login from the menu bar: [STUDENT LOGIN](#)



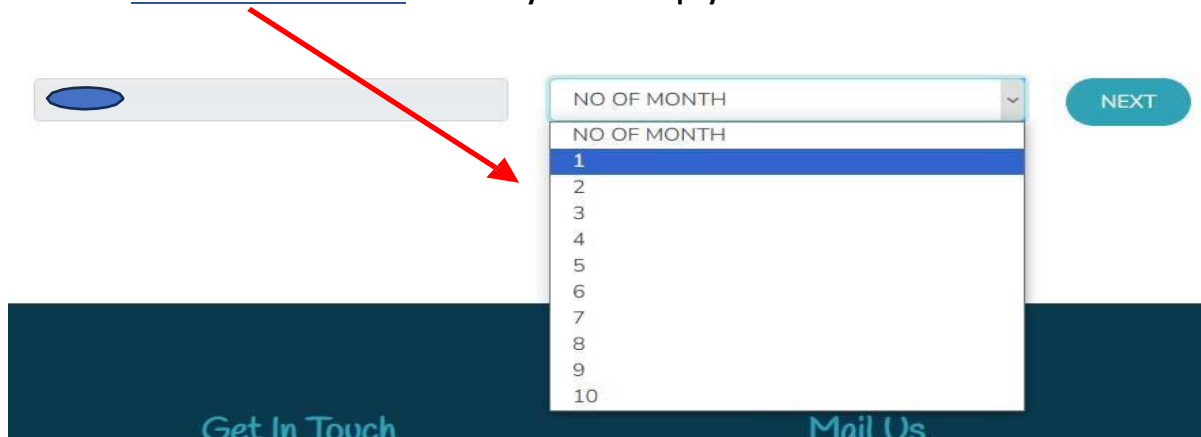
3. Enter proper [LOGIN](#) details as asked:



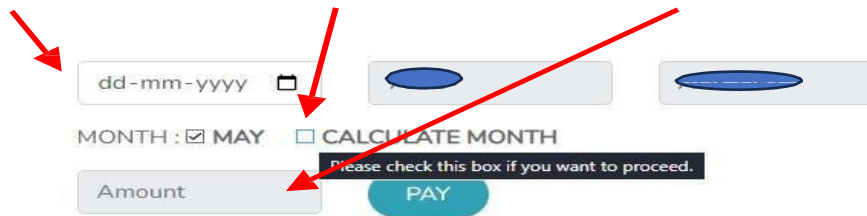
4. Click on [FEE PAYMENT](#) option on the Student Dashboard:



5. Select the [NUMBER OF MONTHS](#) for which you want to pay:

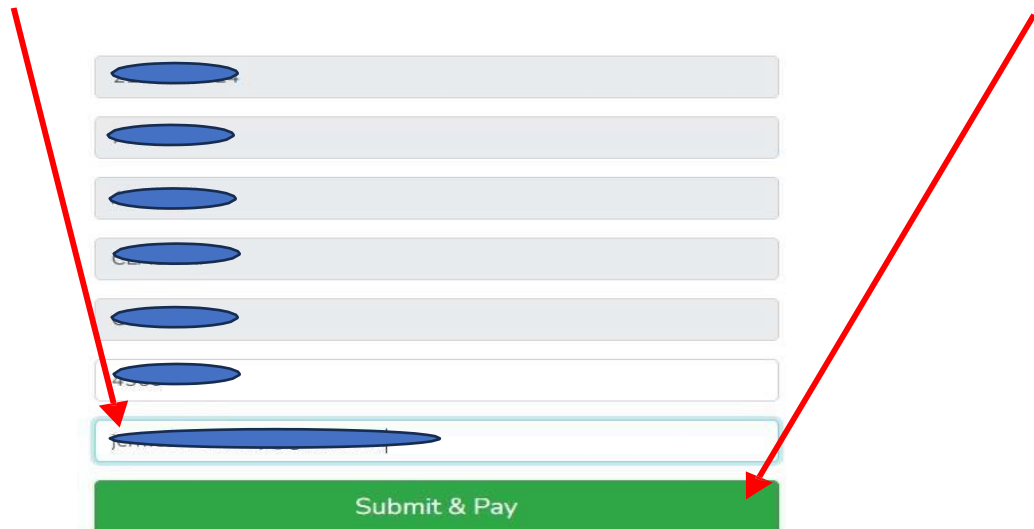


6. Select the [DATE](#) and Click on [CALCULATE MONTH](#) to generate the [FEE AMOUNT](#) of the month selected:



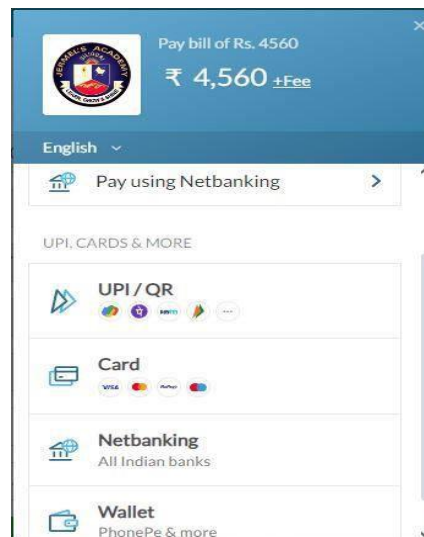
The screenshot shows a date selection field with the placeholder 'dd-mm-yyyy' and a calendar icon. Below it, the text 'MONTH : ☒ MAY ☐ CALCULATE MONTH' is displayed. A red arrow points to the date field, another to the 'CALCULATE MONTH' checkbox, and a third to the 'PAY' button. A tooltip message 'Please check this box if you want to proceed.' is visible near the 'CALCULATE MONTH' checkbox. An 'Amount' field is also present.

7. Insert your [E-MAIL ID](#) where you want to receive the [TRANSACTION RECEIPT](#) and click on [SUBMIT & PAY](#):



The screenshot shows a form with multiple input fields for email ID. A red arrow points to the first input field, and another red arrow points to the 'Submit & Pay' button at the bottom.

8. Select from the [PAYMENT OPTIONS](#) given and proceed:



The screenshot shows a payment options menu. At the top, it displays 'Pay bill of Rs. 4560' and '₹ 4,560 +Fee'. Below this, there is a language selector set to 'English'. The main section is titled 'UPI, CARDS & MORE' and lists several payment methods: 'Pay using Netbanking', 'UPI / QR', 'Card', 'Netbanking' (with 'All Indian banks' listed below it), and 'Wallet' (with 'PhonePe & more' listed below it).

VERY IMORTANT NOTE:

PLEASE DO NOT REFRESH OR CLOSE THE WINDOW TILL THE ENTIRE TRANSACTION IS COMPLETED OTHERWISE FEE RECORD WILL NOT BE UPDATED PROPERLY.



SCHOOL FEE STRUCTURE - 2025 - 2026

MONTH	APRIL / MAY / JULY / AUGUST / NOVEMBER / JANUARY	JUNE / DECEMBER	(SEPTEMBER+OCTOBER) / (FEBRUARY+MARCH)
CLASS	AMOUNT	AMOUNT	AMOUNT
TODDLER	₹ 2,500	₹ 3,500	₹ 5,000
LKG - UKG	₹ 4,010	₹ 5,010	₹ 8,020
1 - 2	₹ 4,440	₹ 5,690	₹ 8,880
3 - 5	₹ 4,440	₹ 5,940	₹ 8,880
6 - 8	₹ 4,550	₹ 6,050	₹ 9,100
9 - 10	₹ 4,690	₹ 6,440	₹ 9,380
11 & 12 - HUM	₹ 4,960	₹ 6,710	₹ 9,920
11 & 12 - COM	₹ 4,960	₹ 6,710	₹ 9,920
11 & 12 - SCI	₹ 5,040	₹ 6,790	₹ 10,080