

Procedure for Online Fee Payment.

1. Student visits Xavier's College Website
2. Selects the respective Course option for making the payment
3. Post clicking on the link, the user will get redirected on the Axis Bank Easypay Online Payment page of respective Section.
4. User needs to enter UID No. (Unique no will be given to all in-house students in the list displayed on the website and for outsiders at the time of Interview) and click on the Validate Tab
5. On Successful validation, student and fee related details will get auto generated. User needs to enter 10-digit Mobile number and enter the captcha as shown on the screen. On entering the correct verification code, user needs to click on Submit Tab.
6. User will land on the next screen with all details will be displayed again before making the payment. User needs to clicks on Terms and Condition checkbox, post which payment options will get active. User can select Internet Banking, Debit/Credit Card (Master/Visa) option for making the payment through online mechanism. Apart from that there is one more option of NEFT/RTGS through which user can do the payment.

NOTE for NEFT / RTGS Transfer: Once User clicks on NEFT/RTGS option,

- a. Total amount will be displayed which includes Fee Amount, Bank Charges of Rs.6.00 (Including GST).
- b. User needs to click on Generate Payment Slip Option.
- c. SMS will be sent on the User's Mobile No which he entered at the time of Payment Page form filling. This SMS will contain the Total Amount of NEFT, College/Section Name and 8 digits Unique Reference Number. This Unique Reference Number will also be displayed on the NEFT-RTGS Payment Slip. Please note that the details mentioned on the Payment Slip will be applicable only for the particular student and particular transaction only and hence the same should not be shared with any one and no one should make the payment as per details mentioned on the payment slip generated by other student. Also NEFT should be made for the total amount as mentioned on slip in Amount (incl. service charges) field or else the transaction will fail.
- d. User can Download the Payment Slip or take a printout or can e-mail the same as required. Please note the status of Payment will be shown as "Pending" till the time the transaction is settled at Axis Bank.
- e. User needs to refer PAYMET DETAILS Section mentioned on the Payment Slip which will have Bank Name, Branch Name, Beneficiary Name, Beneficiary Account Number, IFSC Code. For amount user needs to refer the amount mentioned against Amount (incl. service charges) field.
- f. User can register the beneficiary account using Internet Banking or Mobile Banking App of their respective bank in Add Payee Option and initiate NEFT payment.

- g. In case user is not having Internet Banking or Mobile Banking App, they can initiate the NEFT through their respective bank by following the process of the respective bank. The Bank may ask for the respective Bank's NEFT request slip to be filled in on which user can fill in the details mentioned on Payment Slip in PAYMENT DETAILS section.
 - h. Once the payment is received and Settled at Axis Bank, user can revisit the Payment link provided on the College's website, Enquire URN option is available under Validate Tab in which the User needs to enter the correct 8-digit URN number. On submitting the same, OTP will be sent on the Mobile Number entered at the time of Payment page form filling. On entering the OTP, Payment acknowledgement slip will be displayed with the current status at that point of time.
7. After Successful Payment, user need to download the fee receipt for future reference.
8. Status Other than Successful,
- a. If payment is debited and still showing status as pending, student should at least wait 30-45 minutes to get the status updated as success or failed.
 - b. If the Account is not debited, its only then that the student should reinitiate the transaction.
 - c. If, however, the Account got debited but the status is updated as failed, the amount will be refunded within 8-10 working days into their Account. The student will have to reinitiate the transaction in any case if status reflects **failed**
 - d. **Student should preferably be doing transaction with proper internet speed to avoid any dropouts.**
9. **Payments initiated after the applicable due date & time would not be considered for admission and such amounts shall be refunded as per process.**
10. Further assistance kindly contact us on sxctreasurers@gmail.com & CC to Vinod.Bhosale@axisbank.com