

# PROCEDURE FOR ONLINE SCHOOL FEE PAYMENT

**STEP ONE** ➡ Open **CHROME** or any other **INTERNET BROWSER** type or copy the url given and paste on the address bar.

**URL** ➡ <https://onlinesbi.sbi.bank.in/sbcollect>

**STEP TWO** ➡ Click on **EDUCATIONAL INSTITUTION** under **CATEGORY** type **ST JOSEPHS CONVENT**. On the right hand side next to **FILTER BY STATE** option type **WESTBENGAL** and click on the search icon 🔍. The following page will appear.

The screenshot shows the SBI SB Collect website interface. At the top, there is a navigation bar with the SBI logo and links for HOME, TRANSACTION HISTORY, FAQs, and CUSTOMER SUPPORT. Below this is a 'Payment Progress' section with a horizontal timeline showing five steps: Select Payee (completed), Enter Payment Details (current step), Verify Payment Details, Complete Payment, and Print Receipt. Below the progress bar, the institution name 'ST JOSEPHS CONVENT | 8TH MILE., KALIMPONG-734301' is displayed. The 'Enter Payment Details' section contains a 'Payment Category' dropdown menu with the text '-Select any Category-' and a yellow 'Back' button below it.

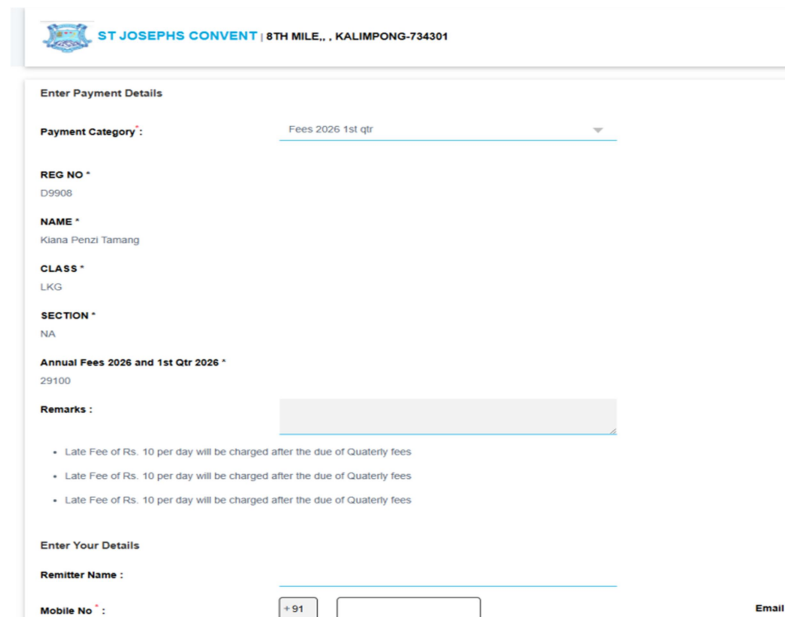
**STEP THREE** ➡ Click on the **PAYMENT CATEGORY OPTION** and **CHOOSE** the **FEE TYPE** you want to pay as per your convenience from the provided options **Fees 2026 1<sup>st</sup> qtr., Fees 2026 2<sup>nd</sup> qtr., Fees 2026 3<sup>rd</sup> qtr.**

This screenshot shows the 'Enter Payment Details' section of the website. The 'Payment Category' dropdown menu is open, displaying three options: 'Fees 2026 1st qtr', 'Fees 2026 2nd qtr', and 'Fees 2026 3rd qtr'. The 'Fees 2026 3rd qtr' option is highlighted in blue. A yellow 'Back' button is visible to the right of the dropdown menu.

**(N.B. The portal will be open from April 10<sup>th</sup> 2026 to 30<sup>th</sup> November 2026 so you can pay the fees as per your convenience. Late fees will be charged in the portal itself after the due date ends ).**

**STEP FOUR**  Enter **REGISTRATION NUMBER** and Click on **FETCH PAYMENT DETAILS**.

The following page will open



ST JOSEPHS CONVENT | 8TH MILE., KALIMPONG-734301

Enter Payment Details

Payment Category: Fees 2026 1st qtr

REG NO \*  
D9908

NAME \*  
Kiara Penzi Tamang

CLASS \*  
LKG

SECTION \*  
NA

Annual Fees 2026 and 1st Qtr 2026 \*  
29100

Remarks :

- Late Fee of Rs. 10 per day will be charged after the due of Quaterly fees
- Late Fee of Rs. 10 per day will be charged after the due of Quaterly fees
- Late Fee of Rs. 10 per day will be charged after the due of Quaterly fees

Enter Your Details

Remitter Name :

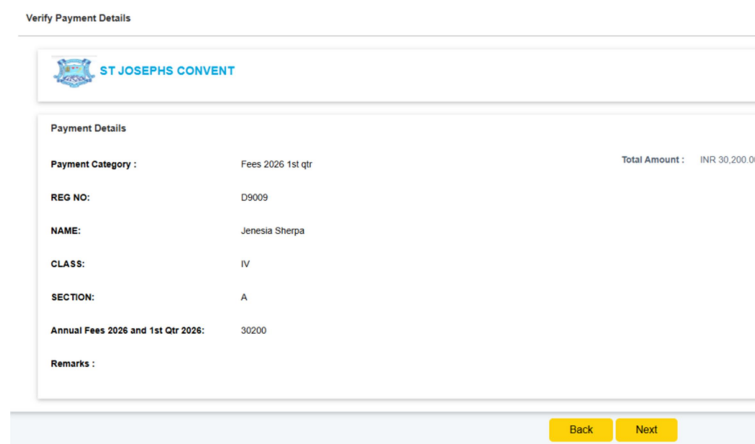
Mobile No \* : + 91

Email ID

**STEP FIVE**  Check the details given. Enter **REMARKS** in the **REMARKS** box. Under **Enter your details in the REMITTER NAME** please enter your **CHILD'S NAME** (**Do not Enter YOUR NAME**).

In the **MOBILE NUMBER** option **ENTER YOUR VALID MOBILE NUMBER**. Click the **CHECK BOX** provided. Enter the **CAPTCHA** as given. **CLICK** on **NEXT**.

The following page will appear



Verify Payment Details

ST JOSEPHS CONVENT

Payment Details

Payment Category : Fees 2026 1st qtr Total Amount : INR 30,200.00

REG NO: D9009

NAME: Jenesia Sherpa

CLASS: IV

SECTION: A

Annual Fees 2026 and 1st Qtr 2026: 30200

Remarks :

Back Next

**CLICK** on **NEXT**.

The following page will appear

The screenshot displays the SBI SB Collect payment interface. At the top, the SBI logo and 'SB Collect' are visible. A navigation bar includes 'HOME', 'TRANSACTION HISTORY', 'FAQS', and 'CUSTOMER SUPPORT'. The 'Payment Progress' section shows a sequence of five steps: 'Select Payee', 'Enter Payment Details', 'Verify Payment Details', 'Complete Payment', and 'Print Receipt'. Below this, the 'Net Banking' section offers two options: 'State Bank of India' (Bank Charges: 11.5) and 'Other Banks Internet Banking' (Bank Charges: 17.7). The 'Card Payments' section, with a note that it's unavailable between 23:30 and 00:30 IST, lists 'State Bank ATM-cum-Debit Card' (0.0), 'Other Bank Debit Cards' (0.0), and 'Credit Cards' (343.38). The 'Other Payment Modes' section includes 'Branch' (59.0) and 'UPI' (0.0), with a note that UPI is unavailable between 22:30 and 23:30 IST.

There are 3 payment procedures:

- (1) **NETBANKING** : In Net banking there are two options.
  - (a) **State Bank of India** : Use this option if you have a **NETBANKING in State Bank of India**.
  - (b) **Other Banks Net banking**: Use this option if your bank is **OTHER** than **State Bank of India**.
  
- (2) **CARD PAYMENT** : There are three options in **CARD PAYMENT**
  - (a) **State Bank ATM cum DEBIT CARDS** : Use this option if you are making payment using **STATE BANK ATM CARDS**.
  - (b) **Other Banks DEBIT CARDS** : Use this option if you are using ATM Cards of **OTHER BANKS** .
  - (c) **CREDIT CARDS** : Use this option if you are using **CREDIT CARDS** of **STATE BANK**.
  
- (3) **OTHER PAYMENT MODE**
  - (a) **(BRANCH)** : You can visit your nearest **STATE BANK BRANCH** to make the payment.
  - (b) **UPI payment (GPAY, PHONE PAY or PAYTM)** : You can pay through any of the **UPI app** mentioned above.

**(N.B. : The UPI payment facility will not be available between 22:30hrs IST and 23:30hrs IST i.e. from 10:30pm to 11:30pm.)**

