



## INSTRUCTIONS FOR PAYMENT OF TUITION FEES

Currently, we are unable to accept the payments through our Payment Gateway due to technical reasons and hence request you to pay through IMPS/NEFT/UPI or through any other online mode including through various payment apps like BHIM, Paytm, Google Pay etc. You may also deposit the fees by cash or by cheque drawn in favour of “**Calcutta School of Music**” at your nearest Syndicate Bank (*now Canara Bank*) branch. The monthly tuition fees remain the same as applicable for 2019-20. *Please note that no late payment charges need be paid.* You may pay for multiple months as well. Please follow the steps enumerated below to complete your transaction.

**Bank where you need to make the payment:** Syndicate Bank (*now Canara Bank*)

**Name of Account:** Calcutta School of Music

**Account number:** 95161010004152

**Nature of Account:** Current

**IFS code:** SYNB0009516

**MAKE SURE YOU TAKE A SCREEN SHOT OF YOUR TRANSACTION DETAILS**

**It is mandatory and essential** that you send an e mail to [csmfees@gmail.com](mailto:csmfees@gmail.com) with the following details:

1. Write “**Payment of Fees**” in the subject header.
2. In the body of the e mail please write:
  - a. Name and Roll Number of student
  - b. Discipline and Grade (Western Section only) enrolled in
  - c. Name of the teacher
  - d. Month/s for which tuition fee is being paid
  - e. Date and time of transfer/deposit
3. Please send as attachment the screenshot or scanned copy of the receipt / advice issued by the Bank.

Following the above steps will help our Accounts Section to assign the necessary credit to you.

22<sup>nd</sup> June 2020