

**SIR SIVASWAMI KALALAYA SENIOR SECONDARY
SCHOOL**

Dear Parents,

Subsequent to the merger of State Bank of Hyderabad, with the State Bank of India, we have been informed that the branch at Chitrakulam, Mylapore, Chennai-4, is being closed and the branch operations will be merged with SBI at Kutchery Road, Mylapore, Chennai-4.

In view of this we would like to inform you that keeping in mind the proximity to school and convenience of the parents our fee account has been shifted to the City Union Bank, East Mada Street, Mylapore, Chennai-4.

Parents are requested to pay the fees due in October 2017 at the CUB branch, Mylapore (required challan will be distributed to students as usual). For the convenience of parents, CUB will also set up a fee remittance counter in school on 7th October 2017 (Saturday), from 10.00 a.m. to 3.00 p.m. Online mode of remittance is also offered by CUB for fees payment.

Please find a few points for your guidance for online transactions only.

Parents may approach CUB for any further queries and clarifications.

(M.S. JAYASRI)
14.9.2017.
PRINCIPAL

ONLY FOR ONLINE TRANSACTIONS

- The parents have to login through the online portal available in the school website in order to pay the fees for their wards.
- The transaction charges are applicable and the parent can verify it in the online portal login page.
- The parent can pay the fee either through card (DEBIT, CREDIT) or net banking.
- The receipt will be automatically generated after every successful transaction.
- In case of failure transaction, the parent has to wait for 48 Hrs and check the portal for the receipt.
- After the 48 hrs, the parents can mail to FEE PAYMENT team (Email ID:feepayment@cityunionbank.in) to know their transaction status.
- If the transaction was a failure, the fee amount will be reversed automatically and if not reversed, parent can contact their corresponding bank.
- In case of double time payment, the parent has to intimate the FEE PAYMENT team through mail and the refund will be initiated within a day of intimation, after that the parent will receive their fee amount.
- The duration of refund will depend on every bank's reversal process and parents can contact their bank in case the money has not been returned within stipulated time.
- The parent can download their receipt at any time, after the transaction.