

Fee Payment: Frequently Asked Questions

Kendriya Vidyalaya Students' Fee Collection

Q. What are the modes through which Fee can be paid?

A. Fee can be paid by following modes:

1. **Offline:** Through deposit of cash or Union Bank Cheques at any of the Union Bank branches in India
2. **Online:** Through Debit/Credit card or Internet Banking of any major commercial Bank by Logging in to the link provided on Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in.
3. **Mobile Banking:** Through any Bank's mobile banking application installed in your smart phone selecting IMPS option- Payment to Merchant (P2M).
4. **PoS:** PoS terminals will be installed by the Bank at the Schools wherever there is no nearby branch of Union Bank of India. Each school will nominate one school staff for collection of fee through PoS at School level.

Q. Who can pay the fee through the facility extended by Union Bank of India?

A. All bonafide students of KVS having system generated fifteen (15) digits unique ID allotted to him/her.

Q. What is "Student Unique ID"?

A. Student Unique ID is a fifteen digit number mentioned in the challan copy. It is a system generated number based on the students' information fed by the Kendriya Vidyalayas into the system database

Q. Where shall I get challan copy?

A. System Generated Challan copy will be given to students/parents by School only. The student can also generate a challan by logging in to the link provided on Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in

Q. When can I pay fees?

A. Fees will be collected throughout the year as under:

1. **Quarter fee**- In the calendar months of January, April, July & October every year for the respective quarters. These months will be the [major fee collection months](#).
2. **Arrear fee***- In subsequent months to aforesaid months or with the next quarter fee. Arrear fee can be paid only to a maximum of one Academic year.
3. **Advance Fee**- Only in the calendar months of January, April, July, and October. Advance fee can be paid only to a maximum of one Academic year fee or Annual fee.
4. **New Admission fee***- Any time during the year.

**Arrear Fee & *New Admission fee collection may be closed for certain/ limited period during subsequent months to [major fee collection months](#) with respect to [Maintenance Activity](#). Adequate Information messages will be flashed in each Teacher/Principal ids of online web-portal. Students/Parents must not panic & contact their Teacher/Principal for next date to resume of fee collection.*



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Q. Whether the late payment fine is applicable on delayed payment of fees?

A. Fee will be collected from 1st to 15th of the above calendar months without any late fine. Thereafter, system generated late payment fine will be applicable on the fee collected from 16th to the last day of fee collection month, i.e. January/ April/ July/ October.

Q. Whether I will be charged with late fine in my Arrear Fee?

A. Yes, Arrear Fee will have system generated composition of your previous quarters fee, 15 days late fine & Re-Admission fee. In Case of any discrepancies, please contact your school.

Payment of Fee through Offline mode

Q. Where to make payment of fees through offline mode?

A. Visit any of the 4000+ Union Bank branches pan-India along with the printed challan copy received from school or generated through website.

Q. What are the modes of payment through offline mode?

A. Fee can be paid through Cash and Union Bank Cheque only. Any other Bank's Cheques/DD/Pay Order is **not acceptable**.

Q. How can I pay the fee at any of the Union Bank branches if I have lost/misplaced the challan received from School

A. First you have to generate challan copy by Logging in to the link provided on Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in using student's unique ID and D.O.B and click on the menu- "**generate challan**" or by contacting your class teacher. Then you can visit any of the Union Bank branches along with the challan for making fee payment

Q. Can I get a duplicate receipt since I have lost the original receipt provided by the Bank

A. Yes you can generate a duplicate receipt as many times as you require by Logging in to the link provided on Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in using student's unique ID and D.O.B

Q. Details (Name, class, admission no., fee amount) mentioned in the challan copy are observed to be incorrect.

A. Contact your school for necessary corrections. Only School is authorized with respect to changes in student's record, if any. Union Bank of India has no role with respect to student's details modifications.

Payment of Fee through Online mode

Q. What is the link/ URL for making online payment of fees?

A. Please visit the Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in. Click on the "Pay Kendriya Vidyalaya Fees Online" link available on the homepage of these websites. Then login using your students unique ID and D.O.B as mentioned in the challan.

Q. I am unable to login for making payment or generating challan/ receipt from the portal.

A. Make sure, you are using the **exact** 15 digit Unique ID number and DOB as mentioned in the challan copy.



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Q. What are the modes of payment through online mode?

A. With all major commercial Banks' Internet Banking, Debit Cards, Credit cards, you can make the payment of KV Fee. KV Fee payment made through any Bank credit card either at KV Fee online payment web portal or at PoS machine installed in identified schools will add to transaction charges @1.5% plus taxes.

Q. I have made the fee payment through online mode and the amount has been debited from my account. But the receipt is being not generated.

A. Please do not pay for second time in case of non generation of payment receipt instantly. Parents/ Students are requested to wait atleast for one more working day from the date of transaction. If still problem exist, please proceed with a fresh transaction. Your earlier payment, if received by the bank after two working days of your first transaction, will be refunded back to your bank through the same mode automatically. You can also write to kvhelpdesk@unionbankofindia.com in the redressal format available on online web portal or contact your school.

Q. I have made the payment but my account has been debited twice, how and when I will get the refund?

A. Please wait for atleast 5 working days, the amount will be credited to your account automatically. If not, please write to kvhelpdesk@unionbankofindia.com in the redressal format available on online web portal or contact your school.

Q. I have made payment online/offline in previous quarter. Can I change my mode of payment in next quarter?

A. Yes, you can change the mode of payment as per your convenience every time you pay fees.

Payment of Fee through Mobile Banking

Q. Who can pay fees through mobile banking mode?

A. Any student/ parents having any bank's mobile banking application installed in their smart phone and having proper mPIN, can pay the fee through mobile banking.

Q. Which bank's mobile banking to be used for making payment?

A. Any Bank's mobile banking can be used.

Q. From where to download mobile banking application?

A. For android phones download mobile banking application from the Bank's website or Play store. For Windows phones download mobile banking application from the Bank's website or Store.

Q. What are the steps involved in making fee payment through Mobile banking:

1. Ensure your bank's mobile banking application is installed in your smart phone & you have the proper mPIN from your Bank
2. Go to IMPS - P2M option
3. Enter your mPIN
4. Enter Beneficiary (KVS) Mobile No. 9868577463 & MMID No. 9026963
5. Enter the **exact fee amount** as mentioned in the challan in "Amount" field (applicable till 15th of fee collection month)
6. Enter the **exact student's Unique ID No.** in "Reference" field
7. Click on "Submit"



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Q. What is to be inserted in the “Enter Amount” field?

A. The exact fee amount as mentioned in the fee challan, if you are making payment between 1st to 15th of the fee collection month. In case, you are making payment between 16th to last date of the month, please check the exact amount of total fee payable inclusive of late fine as applicable on the fee by logging in to the link provided on Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in or from your school and then enter it in the blank field.

Q. What is to be entered in the “Reference” field?

A. Exact Unique Id of the student

Q. How to obtain receipt after making payment through mobile banking?

A. You can print the receipt by Logging in to the link provided in Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in using student’s unique ID and D.O.B

Questions Related to FEE Receipt

Q. How to obtain receipt after payment through online Banking or Mobile Banking?

A. You can print the receipt by Logging in to the link provided in Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in using student’s unique ID and D.O.B

Q. How to claim for reimbursement in case I make payment through online mode?

A. You can print the receipt by logging in to the link provided in Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in using your student unique ID and D.O.B

Q. The challan indicates my school fees as Nil. Do I need to visit a UBI branch to get a stamped receipt?

A. No

Q. Can I generate Fee receipt for previous quarter?

A. You can print the receipt by Logging in to the link provided in Union Bank of India website i.e. www.unionbankofindia.co.in or Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in using student’s unique ID and D.O.B and select the required quarter from the drop down list

Q. When I tendered the challan copy in front of Bank official the fee amount asked for payment was more than that mentioned in the challan copy

A. If you are paying fee after 15th of the fee collection month (i.e. from 16th to last date of the month), fee amount asked by the bank official may be inclusive of late payment fine which is not reflected in your challan copy. If the discrepancy in the amount is other than the above, please consult your school for the same.



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