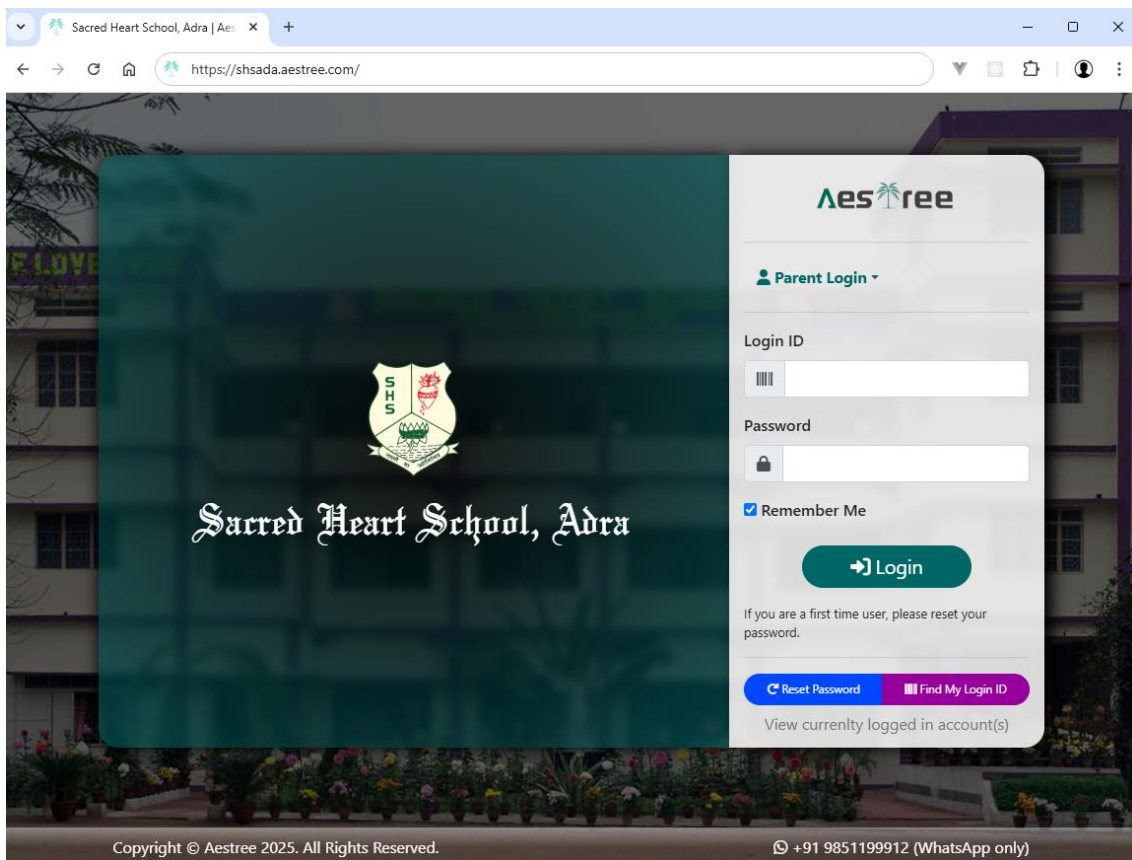


# Online Fee Payment

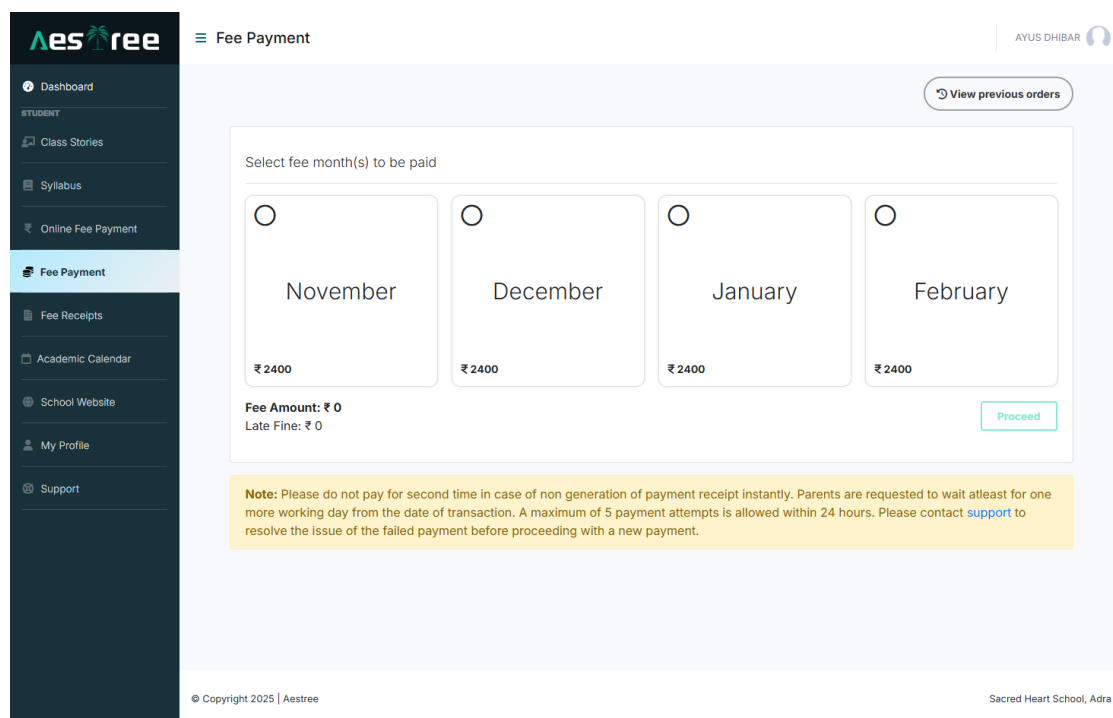
SACRED HEART SCHOOL, ADRA

POWERED BY AESTREE®

1. Visit School Website ( <https://shsadra.in> ) and click on Aestree Web Portal
2. After opening the Aestree Web Portal, Click on Parent Login



3. Go to Fee Payment option where all the Fees will be shown with amount



#### 4. Select the Fees to be paid

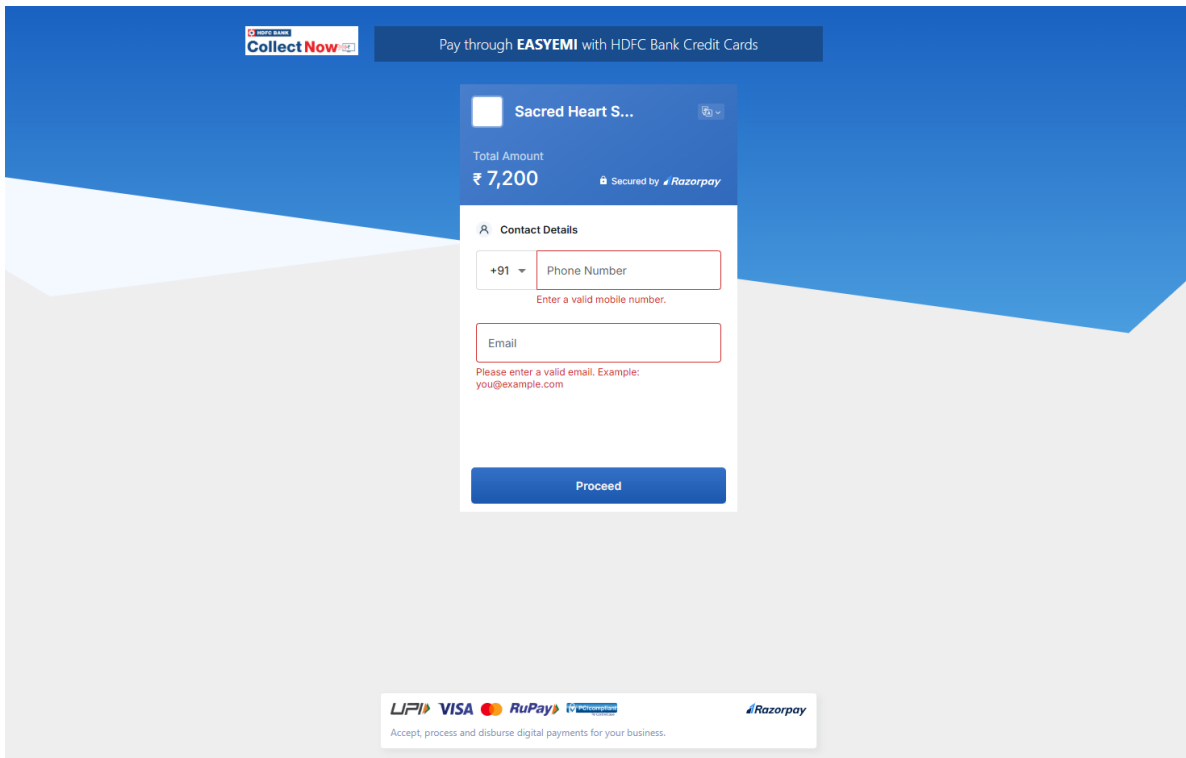
The screenshot shows the 'Fee Payment' page in the Aestree system. On the left is a dark sidebar with navigation options: Dashboard, STUDENT (Class Stories, Syllabus, Online Fee Payment), Fee Payment (highlighted), Fee Receipts, Academic Calendar, School Website, My Profile, and Support. The main content area is titled 'Fee Payment' and includes a 'View previous orders' button. Below this, a section titled 'Select fee month(s) to be paid' contains four cards for November, December, January, and February. Each card has a radio button and a fee amount of ₹2400. The November, December, and January cards have their radio buttons checked. Below the cards, it displays 'Fee Amount: ₹ 7200' and 'Late Fine: ₹ 0'. A green 'Proceed' button is visible. A yellow note at the bottom states: 'Note: Please do not pay for second time in case of non generation of payment receipt instantly. Parents are requested to wait atleast for one more working day from the date of transaction. A maximum of 5 payment attempts is allowed within 24 hours. Please contact support to resolve the issue of the failed payment before proceeding with a new payment.'

#### 5. Click on proceed button, it will show the detailed particulars of selected fees with late fine if applicable

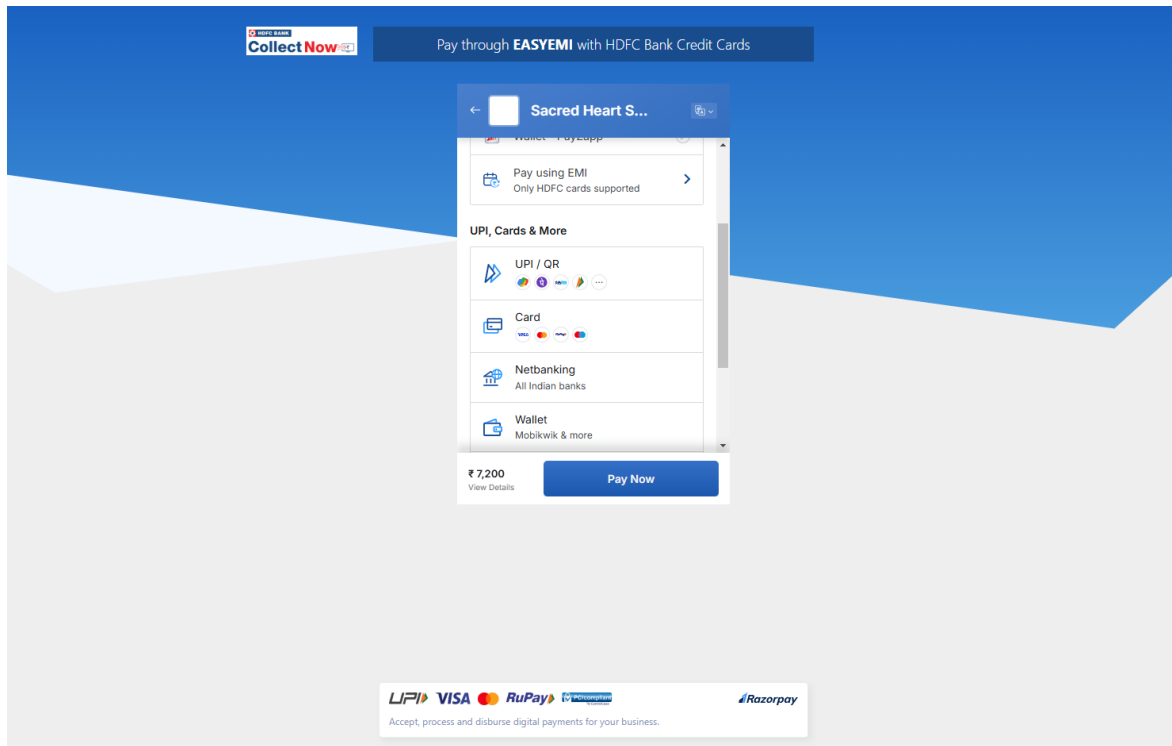
The screenshot shows the 'Fee Payment' page after clicking the 'Proceed' button. The main content area displays a table titled 'Fee for the months: November,December,January (2025-26)'. The table has three columns: '#', 'Particulars', and 'Amount'. Below the table are two buttons: 'Proceed to Payment' (green) and 'Cancel' (yellow).

#	Particulars	Amount
1	Tuition Fee (November)	₹2,200
2	DG Board (November)	₹200
3	Tuition Fee (December)	₹2,200
4	DG Board (December)	₹200
5	Tuition Fee (January)	₹2,200
6	DG Board (January)	₹200
Subtotal		₹7,200
Late Fine		0
Total		₹7,200

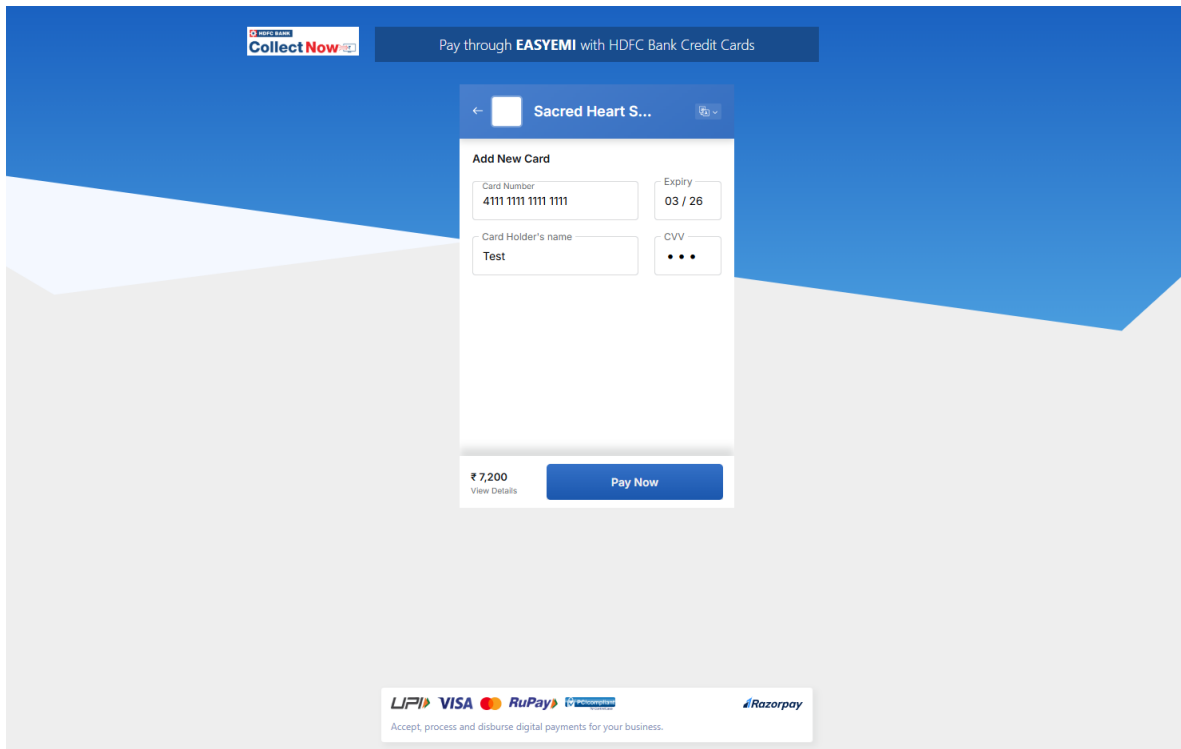
- Click on Proceed to Payment button, it will open the payment screen. Enter your mobile number and email id



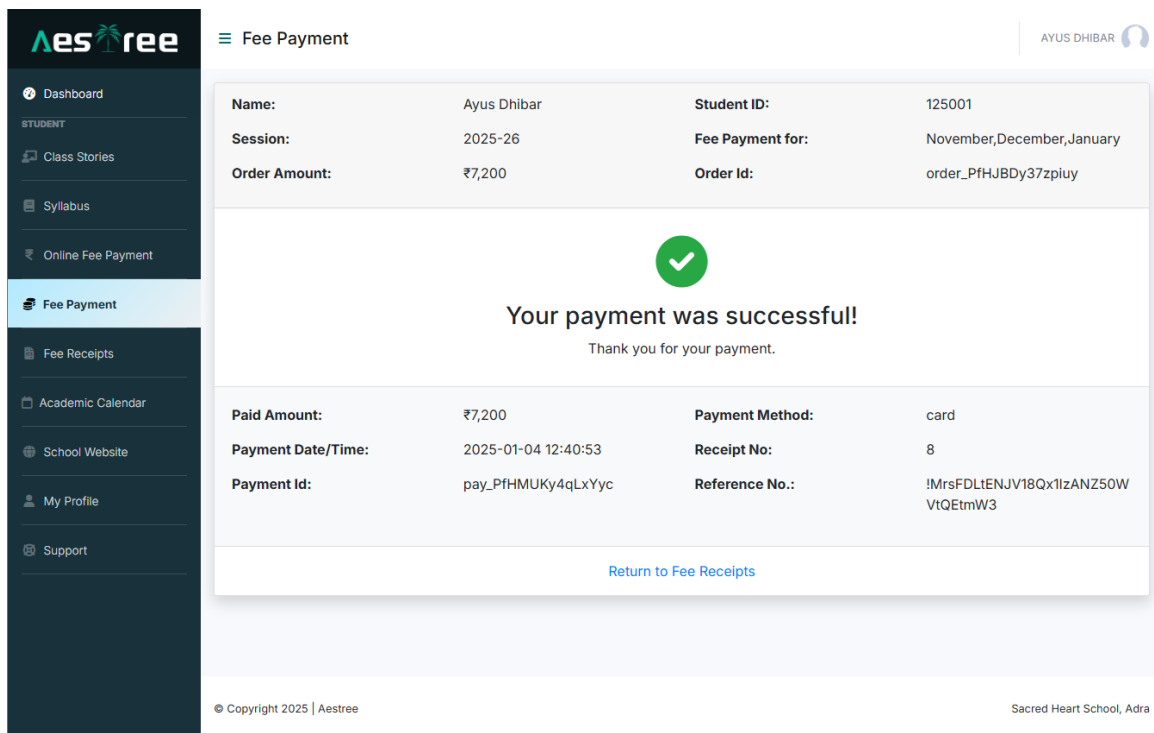
- Select the payment method



8. For example, card is selected, then card details have to be entered



9. On successful payment, parent will see the below screen with order details and success message.



10. Receipt can be downloaded from Fee Receipts menu option. It will show all the receipts.

**Aesree** Fee Receipts AYUS DHIBAR

**Fee Receipts**

Receipt No.	Receipt Date	Gross Amount	Late Fine	Net Amount	Paid Amount	Download
6	4th January, 2025	₹33,100	₹0	₹33,100	₹33,100	<a href="#">Download</a>
7	4th January, 2025	₹2,400	₹0	₹2,400	₹2,400	<a href="#">Download</a>
8	4th January, 2025	₹7,200	₹0	₹7,200	₹7,200	<a href="#">Download</a>

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11. Click on 'Download' button to download the fee receipt

**Sacred Heart School, Adra**  
 Post - Adra, District - Purulia, PIN - 723121, West Bengal  
<https://shsadra.in> | +91 3251296386 | shs1990adra@yahoo.com

**FEE RECEIPT**  
 Receipt No. : 8  
 Receipt Date : 04 Jan, 2025  
 Session : 2025-26

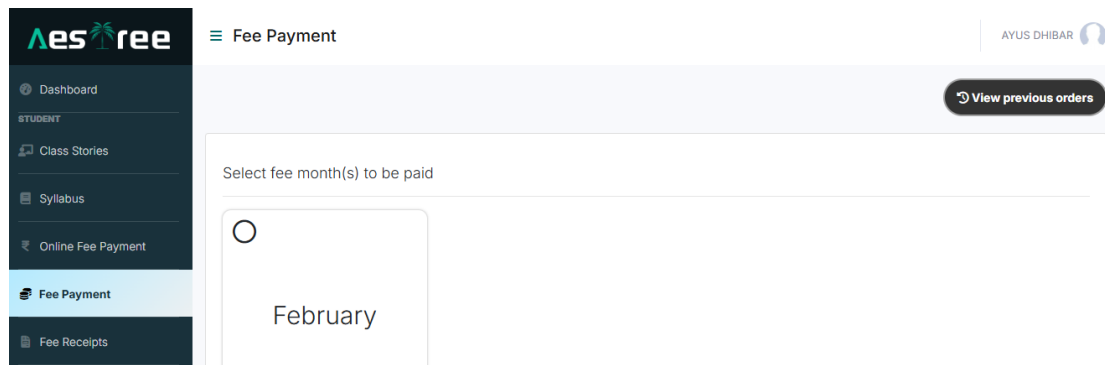
Student ID: **125001** Student's Name: [REDACTED] Guardian's Name: [REDACTED] Class/Sec: **UKG - A** Roll No.: **1**

#	Fee Particulars	Amount (₹)
1	Tuition Fee (November)	2,200
2	DG Board (November)	200
3	Tuition Fee (December)	2,200
4	DG Board (December)	200
5	Tuition Fee (January)	2,200
6	DG Board (January)	200

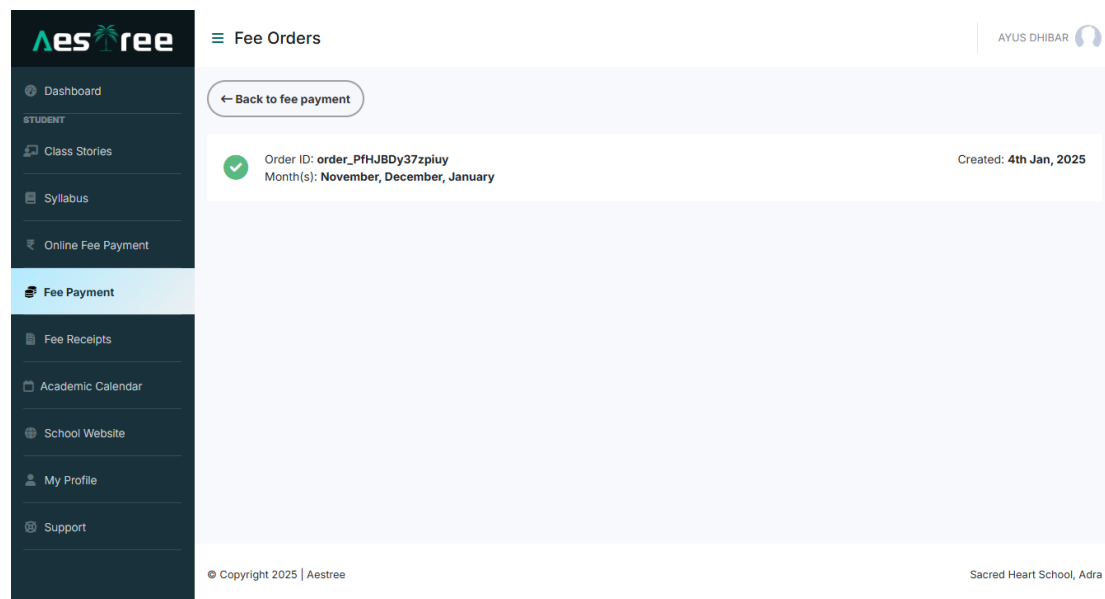
Paid Amount : **₹ 7,200** Total Fee Amount : ₹ 7,200  
 In Words : **Rupees seven thousand two hundred only** Late Fine : ₹ 0  
 Payment Method : **Razor Pay** Net Payable Amount : **₹ 7,200**

This is an electronically generated receipt, hence does not require signature.

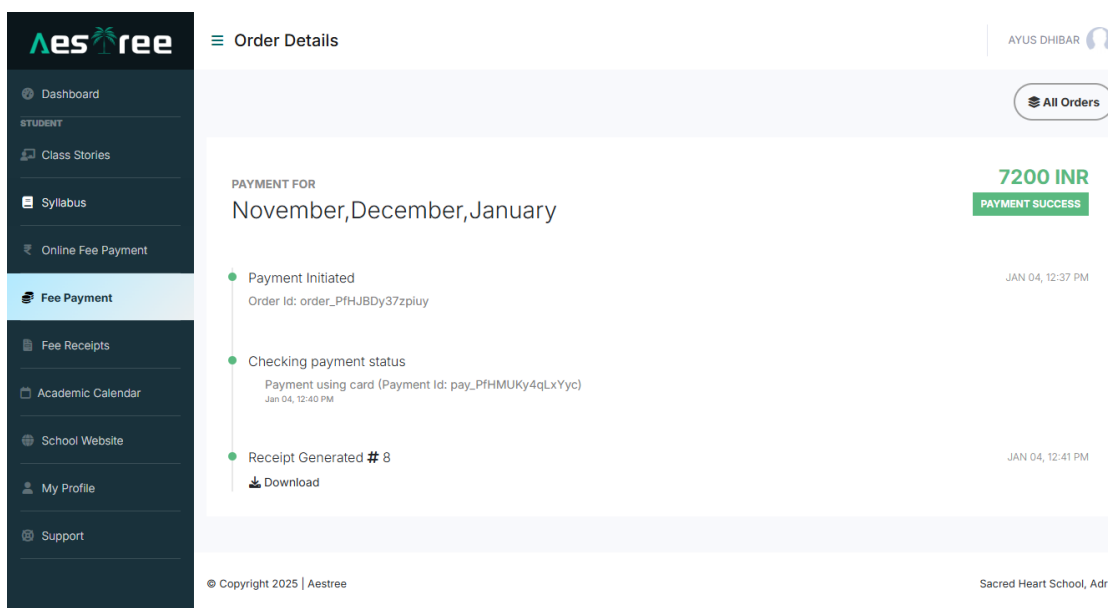
12. All orders can be seen from Fee Payment menu -> View Previous Orders



13. Click on the order



14. It will show the complete details from Order making to receipt generation



15. Now suppose, your payment got failed due to any reason then this screen will be shown with order details.

The screenshot shows the Aestree Fee Payment interface. On the left is a dark sidebar with navigation options: Dashboard, Class Stories, Syllabus, Online Fee Payment, Fee Payment (highlighted), Fee Receipts, Academic Calendar, School Website, My Profile, and Support. The main content area is titled 'Fee Payment' and shows user details: Name: Ayus Dhibar, Student ID: 125001, Session: 2025-26, Fee Payment for: February, Order Amount: ₹2,400, and Order Id: order\_PfHRM1S5Qie5Vc. A large red 'X' icon is centered above the text 'Payment failed'. Below this, a message states: 'If the amount was deducted, it will be adjusted/refunded.' A blue link 'Return to Fee Receipts' is positioned below the message. The footer contains '© Copyright 2025 | Aestree' and 'Sacred Heart School, Adra'.

16. After a failed payment, any fresh payment can be attempted after 15 minutes and a maximum of 5 attempts can be made within 24 hours.

The screenshot shows the Aestree Fee Payment interface after a failed payment. The sidebar is identical to the previous screenshot. The main content area features a 'View previous orders' button in the top right. A warning message with a red triangle icon states: 'Payment not received yet for your last order Month: February'. Below this is a yellow banner with the text 'Please wait at least 15 minutes between payment attempts.' and a timer showing '12:07 Min(s) Remaining!'. A note below the banner reads: 'Note: Please do not pay for second time in case of non generation of payment receipt instantly. Parents are requested to wait atleast for one more working day from the date of transaction. A maximum of 5 payment attempts is allowed within 24 hours. Please contact support to resolve the issue of the failed payment before proceeding with a new payment.' The footer contains '© Copyright 2025 | Aestree' and 'Sacred Heart School, Adra'.



17. You can check your last order details by clicking on the above error message or by opening 'View previous orders'

The screenshot displays the Aesree online fee payment interface. On the left is a dark sidebar with navigation options: Dashboard, Class Stories, Syllabus, Online Fee Payment, Fee Payment (highlighted), Fee Receipts, Academic Calendar, School Website, My Profile, and Support. The main content area is titled 'Order Details' and shows a payment for February for 2400 INR, with a 'PROCESSING PAYMENT' status. A timeline of events includes: 'Payment Initiated' (Order Id: order\_PfHRM1S5Qie5Vc, JAN 04, 12:45 PM), 'Checking payment status' (Payment using card (Payment Id: pay\_PfHT5vsgEIVHOu), Jan 04, 12:47 PM - Payment failed), and 'Receipt Generated'. At the bottom, there is a question 'Has amount deducted?' with 'Yes' and 'No' buttons. The footer contains copyright information for Aestree and Sacred Heart School, Adra.

18. If amount has been deducted, you may give the feedback by clicking on 'Yes' button next to 'Has amount deducted?' question.

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