



15/03/2022

**NOTICE FOR STUDENTS UNDER EDUCATIONAL LOAN / SCHOLARSHIP
(ALL DEPARTMENTS – U.G, P.G, B.ED.)**

Students who get Educational Loan or Scholarship from anywhere outside St. Xavier's College should deposit the Pay Order / Demand Draft in favour of "St. Xavier's College" payable at Kolkata along with the Payment Certified Letter of the said Loan / Scholarship in the Treasurer's Office. **NEFT or Fund Transfer will not be accepted under any circumstances.**

Steps to be followed by students under Educational Loan / Scholarship :

- ❖ Deposit your Demand Draft / Pay Order along with the certified letter at the Treasurer's Office.
(**Note:** The certified letter should mention the Students name, Roll No., CIN Id, Current academic year, Session, Course Name, Quarter (eg. 1st, 2nd, 3rd, 4th), Demand Draft / Pay Order Details (D.D/P.O No. with date and amount) **(The Demand Draft / Pay Order should not exceed the Quarter Fees amount)**)
- ❖ Once the Demand Draft / Pay Order is received by the Treasurer's Office, the student will be given a cheque against his / her name with the same amount of Demand Draft / Pay Order within seven to ten working days of receiving the said Demand Draft / Pay Order.
- ❖ After collecting the cheque from the Treasurer's Office, the student is advised to make his / her Quarter fees payment through the Online Fees payment portal given in the College Website (www.sxccal.edu) with the Login details and pay it online only through Debit, Credit card or Net Banking.
- ❖ After successful payment of your Quarterly fees, collect the acknowledgement receipt from the Treasurer's Office for the Demand Draft/ Pay Order deposited against the Educational Loan / Scholarship.

In case of any query regarding Educational Loan / Scholarship, please contact Mr. SIMON TAMANG / Mr. NIRMALENDU NANDY (Treasurer's Office) through the contact details given below:

- 1) Contact Nos: (033)2255 1281/1282 (Mon – Fri) (between 10 am to 03 pm) & (Sat) (between 10 am to 12 pm)
- 2) E - Mail ID: sxctreasury@gmail.com

Note: The students who cannot deposit their Demand Draft / Pay Order in time, should pay their fees online before the last date, in order to avoid fine and deposit their Demand Draft / Pay Order as soon as they receive them and get the entire amount re-imbursed from the Treasurer's Office. Once the fine is added to the system, it will not be waived off under any circumstances.

Rev. Dr. Dominic Savio, S.J.

Principal
St. Xavier's College
(Autonomous)
Kolkata-16