

## FEE PAYMENT PROCEDURE

Kindly follow the procedure below to complete the fee payment process.

1. Receive your bill via e-mail
2. Proceed to make payment through any of the banking channels to the appropriate account designated for your child's class/section.

Kindly use your **CHILD'S NAME** and **CLASS** as description of payment.

SECTION	ACCOUNT NAME	ACCOUNT NUMBER	BANK NAME
NURSERY SCHOOL FEE	STARVILLE SCHOOL	0122862720	WEMA BANK PLC
PRIMARY SCHOOL FEE	STARVILLE SCHOOL	2013824981	FIRST BANK PLC
SECONDARY SCHOOL FEE	STARVILLE SCHOOL	0068641905	STERLING BANK PLC
SCHOOL MEAL	STARVILLE SCHOOL	0241042320	WEMA BANK PLC

*Kindly note that any payment made to an account other than stated above for the year level will not be treated immediately and may result in delay in accounts reconciliation.*

3. Send Evidence of payment. Proof of payment (snapshots, screenshots, bank teller, mobile banking receipts) should be sent via Whatsapp to the under listed phone numbers.

NURSERY SECTION	07047036255
PRIMARY SECTION	07047618316
SECONDARY SECTION	08100056421
SCHOOL MEAL	08139969881

**Kindly note that USSD codes/Debit alerts will not be accepted as evidence of payment.**

4. An acknowledgment of payment will be sent to the parent and an e-receipt will be forwarded via email in 24 hours by the accounts office.
5. Please be reminded that the accounts office will be opened from the hours of 8:00AM to 4:00PM; Mondays through Fridays only. Any transfer made over the weekend will automatically be carried over to the following week.

**NOTE: Kindly be informed that all payments made after the school's date of resumption will require a period of 48hours for books and resources to be processed for the concerned pupil/student.**

***Full fee payments are strictly required at all instances. All fees paid are non-refundable!***