FEES DUE NOTICE
FALL SEMESTER 2024

FOR CE STUDENTS

Fees for **Fall Semester 2024** are due and payable with effect from **1st to 7th August, 2024.** Please note:

➢ All fees should be deposited through the secure online payment gateway - https://pay.rtc.bt/ **which will generate your payment receipt instantly and have it emailed to you.** Please be reminded that College does not accept cash/cheque payments.

➢ All details on how to make the payment are available in the same link https://pay.rtc.bt/

➢ The payment modes/options and Fee Charts for the respective Semesters' are given below.

➢ Please ensure timely payments to <u>avoid penalties for delayed payments</u>. The penalties in case of default will be charged as outlined in the fee chart.

Please contact the Student Services Department for further info.

(Registrar)

RTC FEE CHART FOR FALL SEMESTER (Sem III, V & VII) 2024 (CE STUDENTS)

Semester	Amount (Nu.)
CE Semester III, V & VII	Nu. 37,600/-

The following penalties will be levied in case of late fee payments for CE students:	
Late payment	**Penalty (Nu.)**
Fees paid within 8th – 14th August 2024	Nu. 1,250
Fees paid within 15th – 21st August 2024	Nu. 2,500
Fees paid on 22nd August 2024 and later	Nu. 2,500 + Nu. 500 per day of delay starting 22nd August 2024
Fees unpaid as of 5th September 2024	**Student will not be allowed to attend classes**

FEE PAYMENT MODES / OPTIONS

All fees payment must be made through RTC's Secure Online Payment portal (https://pay.rtc.bt/).

Instructions/guidelines for using this secure payment portal.

Please read carefully the following steps for using this payment portal:

Step 1. Home page:

- o For Student Fees Payment, choose "Student Fees Payment" from the dropdown option.
- o Enter your RTC enrollment number (6-digits number) and DOB, then click Submit.

Step 2. Outstanding Dues page:

- o Reconfirm the student enrollment number, name of student, and outstanding dues. There is also an option to
update your contact information (phone number) and email address to which the payment receipt will be emailed.
- o Please note that while the option to check/uncheck those dues has been provided only to select/deselect charges whose deadline has not yet passed, all dues that are reflected above are payable within the stated deadline. **Unchecked charges will remain outstanding and are payable before the deadline** and if it remains unpaid beyond the deadline, penalties for the delay may be applicable.
- o Please ensure that you have sufficient balance in your bank account to proceed further, and Click Pay Now.

Step 3. Payment Gateway page:

- o Select your bank, enter your bank account number, and click "Continue".
- o You will receive an OTP pin to the mobile number registered with your bank. Please note that this OTP pin will be active only for a few minutes (<7mins) for security purposes.
- o Enter the OTP pin in the field provided and click Make payment to process the payment. This may take a few
seconds, and once the Make payment button is clicked, please do not close the page.

Step 4. Receipt & Transaction Details for successful payments:

- o Once the payment is successful, you will see an online money receipt.
- o The money receipt will be emailed automatically to the respective email ids.
- o You can also print or download the money receipt by clicking the button "Print" / "Download".
- o Please note that current students can view past semesters' money receipts by logging into the student / parent / guardian's portal – results.rtc.bt.

Note: For any assistance while using the secure payment portal, please contact: mobile # 1758-9499 / PABX (+975) 02-351801, ext no. 104/113 during office hours (9 am to 5 pm) from Monday to Friday or email us at fin@rtc.bt