

How to Receive Admission Form Fee?



HDSchool Tutorials

Admission Fee module helps in managing issue of admission forms for prospective students. You can generate receipts; send email/SMS acknowledgments for the payment made by the students towards the purchase of admission forms.

A prospective student can later be enrolled as a student for the selected course from this module based on the admission form issued in his name.

- Fees can be received through Cash, Card, Cheque or Bank Transfer.
- Receipt is produced in name of the student.
- Enroll student based on the admission form issued.

To receive **admission form fee** in **HDSchool**, follow the steps below.

1. Run **HDSchool**.
2. From 3rd page, click on **Admission Form fee**.

Form Receipt Number	Date	School Name	Form Name	Form Code
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3. From **Manage Admission Fee**, click on **Add Admission Form fee receipt**  button.

Form Receipt Number	Date	School Name	Form Name	Form Code
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4. In the **Admission Form fee details** window that got opened, enter the required details.
- **Admission Form:** Select the admission form for which you want receive fee. When you select the admission form, **School, academic year/batch, course, and year/semester** will be displayed automatically.
 - **Admission Form Fee Receipt Number:** Admission form fee receipt number will be displayed automatically based the selected '**form selling school**'.
 - **Date:** **Date:** This will show you the current system date.
Note: If you want to change the fee receipt number and Date, double click on either number or date and enter the required number and date.
 - **From Selling School:** Select the school for selling the admission form.
 - **First/Middle/Last Name:** Enter the student name as required.
 - **DOB:** Enter the date of birth of the student
 - **Email:** Enter the student/parent email ID and select **send email** check box to send mail to the student/parent.

Admission Form Fee Details

Document Info
Admission Form Fee Receipt Number : [Hyp-AFF00001](#) Date : 10/01/2015

Admission Form : **Hyper Drive Admission Form For Acad** Form Selling School : **Hyper Drive School**

Form School : **Hyper Drive School**
Academic Year/Batch : **2015-2016**
Course : **CBSE**
Year/Semester : **SEM 1**

First Name : Sunil
Middle Name :
Last Name : Kumar
DOB : 01/06/1991

Email : sunilkumar@gmail.com Send Email
Mobile Number : 8095678843 Send SMS

User Field List

Payment Detail
Cash Card Bank Transfer Discount Cheque

Amount Received : 500.00

Admission Form Price : 500.00
Pending Amount : 0.00
Cash : 500.00

Total Received Amount : 500.00
Returnable Balance : 0.00

Note :



- **Mobile Number:** Enter the student/parent mobile number and select **Send SMS** check box to send SMS to the student/parent.
 - **Payment Details:** Select the payment mode (cash, card, cheque or bank transfer) through which you want receive admission form fee.
 - **Address:** You can enter student address details as required by clicking on **Address** button.
 - **Notes:** You can enter any notes here. If you have any pre defined messages, you can select them from **Pick Message**.
5. Click on **Save** to receive admission form fee. The created admission form fee record is shown as below.

The screenshot shows a web application window titled "Manage Admission Form Fee". On the left is a sidebar with icons for various school functions: Leave, Stationary, Cheque, Library, Library Item, Examination, Admission Form, and Admission Fee. The main area contains a table with the following data:

Form Receipt Number	Date	School Name	Form Name	Form Code
Hyp-AFF00001	10/01/2015 04:04 PM	Hyper Drive School	Hyper Drive Admission Form For Academic Year 2015-2016	0001

A red arrow points to the "Date" column of the first record. At the bottom of the window are buttons for "Backup Database", "Restore Database", "About Us", and "Feedback".