

SCHOOL FEES COLLECTION SIGN UP FORM

Customer Details		
Customer Name		
Physical Address		
Contact Person		
Telephone		
Email		
Branch		
Customer Collection Account (s)		
Account Number	Account Name	
Designated School Administrator (s)		
Name	Email Address	Telephone
Authorized Signatory (s)		
Name	Signature:	Date:

For official use (Branch/RM) – Sign Off

Relationship Manager SAP Number

DateSignature

Branch Control/Branch ManagerSAP Number.....

DateSignature

Client Access Sign Off

Account Number 1:	School Code:
School administrator :	User id:
Account Number 2:	School Code:
School administrator :	User id:

Full Name SAP Number

Date Received Signature

Comments:

User roles: There are three user roles:-

1. **Administrator**:- who will be created by the bank and will be responsible for creating the other school users and maintenance of the system
2. **Accountant**:- who will be created by the administrator and will be responsible for updating the schools database, billing and reporting
3. **Viewer**:- Who will only have access to view payments and student details

System Functionalities/Benefits

1. **Billing of students**:- You will be able to set amount due for each student
2. **Verification of payments**:- You will be able to receive payments to the school account in real time with correct and verified details as set in your database
3. **Reconciliation of Payments**:- You will have the ability to automatically reconcile payments with your bank accounts
4. **Reporting**:- You will have access to student reports and their balances/amount due
5. **Printing receipts**: You will be able to print receipts and statements for each student