

GUIDELINES FOR PAYMENTS OF COURSE FEE AND OTHER FEES - POSTGRADUATE STUDENTS

- This is to inform you that all students should follow following steps when course fees/ and other fees are paid to FGS from **21st September 2021**.
- It is **compulsory** to download 16-digit code payment voucher for each payment of each student either you pay your payments via online or direct deposit to the bank.

Follow the below mentioned steps;

1. Visit Faculty of Graduate Studies website (fgs.kln.ac.lk). Login to your Student Portal (<https://sis.kln.ac.lk/StudentView/>) by using the given Username and Password.

Your username is your **Student Number** (ex: FGS/MSc/STAT/2022/001)

This number is mentioned in the letter issued to you

Your password is your **NIC Number** (ex: 89XXXXXXXXV/ 1989XXXXXXXX)


2. Click the **Payment Details** tab

Student Profile

Return

Personal Details	Qualification	Professional Qualification	Work Experience	Referees	Payment Details	Exams	Exam Results	Notifications & Documents	Transfer Details
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Personal Details



Student N

:

XXXXXXXXXX

Student Number

:

XXXXXXXXXX

Application Number

:

XXXXXXXXXX

Library ID

:

XXXXXXXXXX

Student NIC/Passport

:

XXXXXXXXXX

Programme

:

Master of Business Administration

Date of Birth

:

XXXXXXXXXX

Address

:

XXXXXXXXXX

Contact Info

-

Home

:

XXXXXXXXXX

Mobile

:

XXXXXXXXXX

Figure 01

3. Your payment details will be display as below

Section 2: Payment details and the transactions made through 16-digit code will be display in the section 2.

Section 3: To make a payment you have to go to the section 3.

Cost Component	Amount (LKR)
Course fee - Total	200000.00
Course fee - 1st installment	100000.00
Course fee - 2nd installment	100000.00

Figure 02

4. To make a payment, go to section 3 and select the payment type that you want to pay

Cost Component	Amount (LKR)
Course fee - Total	600000.00
Course fee - 1st installment	150000.00
Course fee - 2nd installment	150000.00
Course fee - 3rd installment	150000.00
Course fee - 4th installment	150000.00

Figure 03

5. Selected payment category and the amount will display as below. And then Click on **“Make Payment”** button to proceed for the payment.

Student Profile [Return](#)

Personal Details Qualifications Professional Qualifications Work Experience Referees **Payment Details** Exams Exam Results Notifications & Documents Transfer Details

Payment Details

Section 2 :Transactions through 16 Digit Code

Cost Component	Amount (LKR)
Course fee - Total	200000.00
Course fee - 1st installment	100000.00
Course fee - 2nd installment	100000.00

Section 3 : Make a Payment

Select the Payment Type :

Category Code :

Amount :

Make Payment

Figure 04

6. Selection of Payment Method window will be loaded as below.

Selection of Payment Method

Student No : FGS/MBA/2021/001

Programme : MBA

Academic Year : 2021

Payment Category : Course fee - 1st installment

Amount : 100000.00

For Card Payments

* Please note that Amex credit card payments are not allowed

* Transaction convenience fees will be 1% per transaction

Direct Bank Deposit **Card Payment** **Logout** **Return**

Figure 05

7. From payment confirmation window, you can either select to pay via the online payment gateway (Click: **Card Payment**) or download the payment voucher and do the bank deposit (Click: **Direct Bank Deposit**)

Payment by Credit/Debit card (Except Amex)

- 7.1 If you wish to do the payment via the Online Payment Gateway, Click “**Card Payment**” button. When you click the button, a popup window will open and ask you to “**leave**” or “**Cancel**” in the page. Click “**Leave**” and you will be redirect to the People’s Bank Online Payment Gateway.

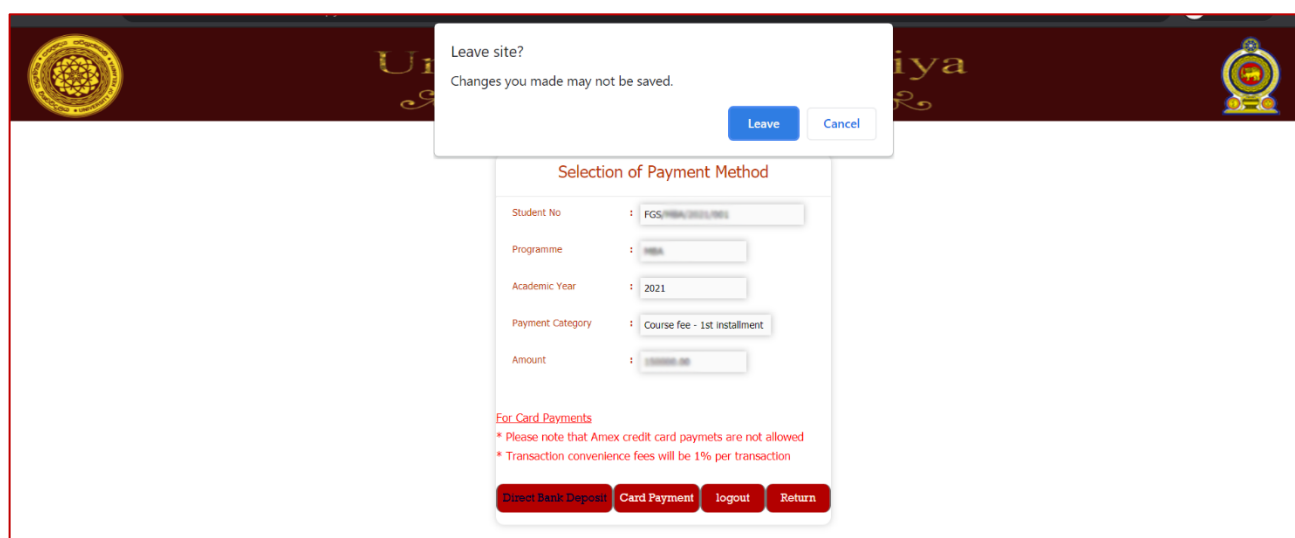


Figure 06

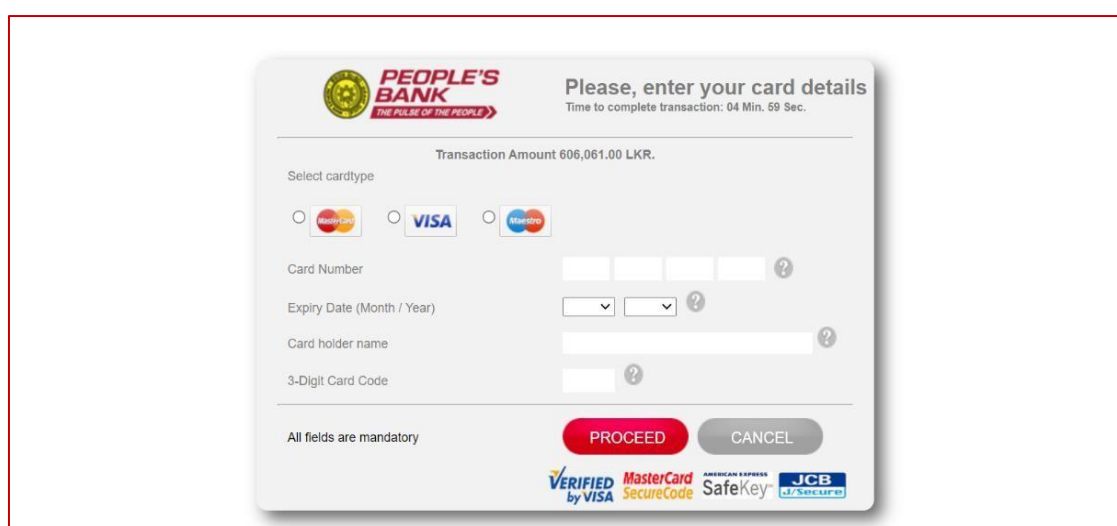


Figure 07

Fill your card details and Click “**Proceed**”. If your Transaction is successful; a receipt will be generated as below (Figure 08) with the 16-digit code as the Transaction ID.

Keep the receipt with you for your further inquiries.

----- University of Kelaniya Payment Service -----

Complete Response : **Your online transaction was successful!**

Transaction Reference ID : XXXXXXXXXXXX

Please Keep a print of this page for future reference of your payment.

Thank you paying with University of Kelaniya Online Payment Service!

Figure 08

Direct Bank Deposit

7.2 If you wish to do the payment to the Bank, Click “**Direct Bank Deposit**” button. When you click the button, a popup window will open and ask you to “leave” or “stay” in the page. Click **Leave** and you will be redirect to the 16-digit code payment voucher. (Figure - 09) Download or print the given voucher and follow the below mentioned steps.

Direct Bank Deposits

Payments should be made at any of People's Bank branch and follow the below mentioned steps;

- Before making a payment, make sure that the information in the Download printed deposit form is your own information.
- If the information is incorrect, please contact FGS office before making the payment. Tel: 0112 903952/3 Email: fgs@kln.ac.lk
- Fill all your information in the People's Bank - Cash Deposit slip (as in the printed deposit form) Enter the **Transaction Id (16-digit code)** on the printed deposit form in the space provided for the **Account Number in the People's Bank - Cash Deposit slip**.
- The **Transaction Id (16-digit code)** is only valid for this transaction and Do not share this with others.
- No payments are allowed without 16 digits' code (Transaction Id) from 21.9.2021.
- After depositing the money, double check bank payment confirmation at in the yellow color slip return to you from the bank and recheck Transaction Id (16-digit code) is printed correctly in your copy.
- It is not compulsory to send bank payment slip copy to the FGS. The Management Information System (MIS) will be automatically updated within 24 hours (one working day) of your payment. However, retain the copy with you for future verification if required.

PEOPLE'S BANK		කුලීන්ගේ බැංකු DEPOSIT SLIP	සමුදායක අංකය/Transaction Id	දිනය/Date
අනුමත කළුපත් හිමියාගේ නම Name of Account Holder		University of Kelaniya		
ඇතුළත් කරන්නේ (විෂයයෙන් පැහැදිලි කරන්න) ඇතුළත් කරන්න Enter the applicant / student details below		Transaction Id (16-digit code) XXXXXXXXXXXX		
නම Name		Notes Rs. Cts.		
ලිපිනය Address		X5000 X2000 X1000 X500 X200 X100 X50 X20 X10		
දුරකථන අංකය Telephone No.		94XXXXXXXX		
ජාතික හැඳුනුම්පත් අංකය NIC No.		9XXXXXXXXV		
අරමුදල Purpose:		FGS/MSc/TTE/2022/xxx		
පුද්ගලික ලේඛනය Cash Depositor's Signature		Total		
යෝජිත ප්‍රධාන නමින් හෝ වෙනත් අනුමත ලේඛනයකින් පල-කළ/Valid if Overprinted or Signed by an Officer		100,000 00		
අනෙකුත් විස්තර (විශේෂයෙන්ම අනුමත ලේඛනයකින් පල-කළ) DO NOT WRITE ANYTHING BELOW THIS LINE		Checked by		

Figure 09

Payments should be made at any of People's Bank branch and follow the below mentioned steps;

- 7.2.1.** Before making a payment, make sure that the information in the Download printed deposit form is your own information.
 - 7.2.2.** If the information is incorrect, please contact FGS office before making the payment.
Tel: 0112 903952/3 Email: fgs@kln.ac.lk
 - 7.2.3.** Fill all your information in the People's Bank - Cash Deposit slip (as in the printed deposit form) Enter the **Transaction Id (16-digit code)** on the printed deposit form in the space provided for the **Account Number in the People's Bank - Cash Deposit slip.**
 - 7.2.4.** **The Transaction Id (16-digit code) is only valid for this transaction and do not share this with others.**
 - 7.2.5.** No payments are allowed without 16 digits' code (Transaction Id) from 21.9.2021.
 - 7.2.6.** After depositing the money, double check bank payment confirmation at in the yellow color slip return to you from the bank and recheck Transaction Id (16-digit code) is printed correctly in your copy.
8. The Management Information System (MIS) will be automatically updated within 24 hours (one working day) of your payment. However, retain the copy with you for future verification if required.
- 8.1 Please inform the Finance Division of the FGS if your transaction is not updated in your student profile. 011 2903 786/0112903528, fgsfinance@kln.ac.lk