

Tuition Fees Payment Timeline and Instructions

Dear [Student's Name],

We hope this message finds you well. Below is the timeline and instructions for the upcoming tuition fees payment for the [Academic Year/Semester].

Payment Timeline

- **Payment Due Date:** [Insert Due Date]
- **Late Payment Penalty Start Date:** [Insert Penalty Start Date]
- **Final Deadline for Payment:** [Insert Final Deadline]

Payment Instructions

1. Visit our website at [Insert URL] to access the student portal.
2. Log in using your student credentials.
3. Select the 'Tuition Fees' section from the menu.
4. Choose your preferred payment method (Credit Card, Bank Transfer, etc.).
5. Follow the on-screen instructions to complete your payment.

If you have any questions or require further assistance, please do not hesitate to contact our finance office at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]