



**MINISTRY OF EDUCATION
APPLICATION FORM FOR INTERBANK GIRO
(FOR PAYMENT AND REFUND OF SCHOOL FEES AND CHARGES)**

PART 1: FOR APPLICANT'S COMPLETION (please write within the shaded areas)

Please note: You may need 5 minutes and you will need your bank account information to fill in this form.

Date

Name of School

To: Name of Bank (please tick one)

POSB Bank

DBS Bank

Name of Student

Student BC / NRIC / FIN Number

Other Bank:

(please specify bank's name)

- (a) I/We hereby instruct you to process the Ministry of Education's (MOE) instruction to debit and credit my/our account.
- (b) You are entitled to reject the MOE's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorization will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through MOE.
- (d) I/We hereby authorize you to terminate this authorization without any written notice to me/us once you are informed by the MOE that the abovenamed student is no longer studying in a school under its billing administration.

▶ Name(s) of Account Holder

▶ Bank Account No.

▶ For Singapore Citizen NRIC No. (Prefix with

▶ For PR / Foreigner Passport No.

Address

Signature(s)/Thumb print(s)*/Company's Stamp

Contact No.

(As in Bank's Records)

* For thumbprints, please go to the branch for verification

PART 1A : FOR EDUSAVE STANDING ORDER FOR SINGAPORE CITIZEN STUDENTS ONLY

(please tick the appropriate box)

Yes, I wish to apply to use my child's/ward's Edusave account for payment of 2nd-tier miscellaneous fee

No, I do not wish to use my child's/ward's Edusave account for payment of 2nd-tier miscellaneous fee

PART 2: FOR MOE'S / SCHOOL'S COMPLETION

Bank	Branch	MOE Bank Account Number
7 1 7 1 0 0 8 0 0 8 0 1 2 4 3 6 1		

Level/ Class				
School Code				

Bank	Branch	Account Number To Be Debited

▶

Reference Number

Annex4-1A1

PART 3: FOR COMPLETION BY BANK

To: MINISTRY OF EDUCATION

This application is rejected (please tick) for the reason(s):

- Signature/Thumbprint # differs from Bank's records
- Signature/Thumbprint # incomplete/unclear #
- Account operated by signature/thumbprint #
- Wrong account number
- Amendments not countersigned by applicant
- Others: _____

Name of Approving Officer

Authorised Signature

Date

**MINISTRY OF EDUCATION
INTERBANK GIRO
General Information**

(Please retain this for future reference)

Enquiry

For enquiry on payment of school and miscellaneous fees, please call the following:

	Tel Number	Operating Hours
Customer Service Centre	6872 2220	8:00 am to 6:00 pm on Mondays to Fridays 8:00 am to 1:00 pm on Saturdays

Deduction Dates

Deductions are made on 26th of each month from February to December. If the 26th falls on a Saturday, Sunday or Public Holiday, deductions will be made on the next working day. You are advised to maintain sufficient funds for deduction. If deduction fails 2 times due to insufficient fund, GIRO will be suspended until the outstanding amount is settled by cash or cheque.

Termination

If you are the account holder, you can terminate GIRO by submitting a Termination Order to the Ministry. If you are not the account holder, please write to the Ministry of Education, Finance & Development Division, 1 North Buona Vista Drive, MOE Building, Singapore 138675, for advice.

Other Deductions

Beside school and miscellaneous fees, your GIRO account will also be used for other deductions. These include your child's/ward's various national examination fees (Primary School Leaving Examination and GCE Examinations) and JAE fee (Joint Admission Exercise for admission to Junior Colleges/Centralised Institute) and charges imposed by the schools. You will be informed of the deduction dates and amounts payable when your child/ward is taking part in these examinations/exercise.

Refund of School Fees and Charges

School fees and charges overpaid by your child/ward will be refunded to the GIRO account that you maintain for the payment of school and miscellaneous fees. The refund will be credited to your GIRO account between 14th to 17th of the month.

Deduction Code

The deduction code shown in the bank book or current account statement for deduction of the above fees is "MOE".

Other Information

This GIRO instruction will carry on so long your child/ward remains in a Government or Government Aided primary, secondary school or junior college.

