



**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.**

<b>Date</b> [Shaded Box]	<b>Name of School</b> [Shaded Box]
<b>To: Name of Bank (please tick one)</b>	<b>Name of Student</b> [Shaded Box]
<input type="checkbox"/> POSB Bank <input type="checkbox"/> DBS Bank	
<input type="checkbox"/> <b>Other Bank:</b> [Shaded Box] (please specify bank's name)	<b>Student BC / NRIC / FIN Number</b> [Shaded Box]

- (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.

<b>Name(s) of Account Holder</b> [Shaded Box]	<b>Bank Account No.</b> (Please do not use the Children Development A/c under Baby Bonus scheme) [Shaded Box]
<b>For Singapore Citizen NRIC No. (Prefix with 'S'/'T')</b> [Shaded Box]	<b>For PR / Foreigner Passport No.</b> [Shaded Box]
<b>Address</b> [Shaded Box]	<b>Signature(s)/Thumb print(s)*/Company's Stamp</b> [Shaded Box]
<b>Contact No.</b> [Shaded Box]	<b>(As in Bank's Records)</b> * 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 2<sup>nd</sup>-tier miscellaneous fee.

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

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

<b>Bank</b>	<b>Branch</b>	<b>MOE Bank Account Number</b>	
7 1 7 1	0 0 8	0 0 8 0 1 2 4 3 6 1	
<b>Bank</b>	<b>Branch</b>	<b>Account Number To Be Debited</b>	

<b>Level/ Class</b>	
<b>School Code</b>	
<b>Reference Number</b>	

**PART 3: FOR COMPLETION BY BANK**

To: MINISTRY OF EDUCATION

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

<input type="checkbox"/> Signature/Thumbprint # differs from Bank's records	<input type="checkbox"/> Wrong account number
<input type="checkbox"/> Signature/Thumbprint # incomplete/unclear #	<input type="checkbox"/> Amendments not countersigned by applicant
<input type="checkbox"/> Account operated by signature/thumbprint #	<input type="checkbox"/> Others: _____

..... <b>Name of Approving Officer</b>	..... <b>Authorised Signature</b>	..... <b>Date</b>
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 Updated on 20/08/2013

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**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:

	<b>Tel Number</b>	<b>Operating Hours</b>
Customer Service Centre	6872 2220	8:30 am to 5:30 pm on Mondays to Fridays  8:30 am to 12:30 pm on Saturdays

**Deduction Dates**

Deductions are made on 26<sup>th</sup> of each month from February to December. If the 26<sup>th</sup> 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 & Procurement Division, **Pupil Financial Services Section**, c/o 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 from 17<sup>th</sup> to 19<sup>th</sup> 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.