

Dear Parents,

## **AN INVITATION TO PAY SCHOOL FEES BY GIRO FOR 2019/2020**

We are writing to invite you to pay your child's school fees by GIRO arrangement.

This option to pay school fees by GIRO is offered by Tanglin Trust School (TTS) to **families paying privately** (not applicable to corporate payers) as an alternative to paying fees on a termly basis.

### **GIRO ARRANGEMENT FOR SCHOOL FEE**

Currently, school fees are billed over 3 terms and these are normally payable to TTS in August, December and April of each school year (in line with the school calendar).

Parents can pay the 3 terms fee (**Tuition Fee and Building Fund**), due in each school year, over a maximum of 9 monthly instalments. The 9 monthly GIRO instalment deductions **start in September** and end in **May** of each school year.

**Additional fees** arising from the annual revision in school fees are normally billed together with June invoice (due for payment in August) and are deducted in the **first GIRO instalment** in the month of September of each school year.

A one-off **Capital Levy**, applicable to students of new families, are deducted over 3 monthly instalments from **September to November**.

Monthly deductions will be made on the 1<sup>st</sup> workday of each month.

### **COMPLETION OF APPLICATION FORMS**

A completed GIRO application form is required for **each** child. We will send these forms to respective banks to establish the GIRO connection between your bank account and TTS's bank account. Please note your indicated bank account cannot be a corporate bank account.

Once the GIRO arrangement is established, the **Deduction Schedule** indicating the respective amounts will be sent to you prior to making the first direct deduction.

Please refer to the '**Frequently Asked Questions**' enclosed for further details on GIRO arrangement.

In order for us to process your GIRO application for the next school year 2019/2020, please complete the GIRO application form and send to Tanglin Trust School Limited - Finance Office at 95 Portsdown Road, Singapore 139299, by **24 May 2019, Friday**.

Yours faithfully

Lynn Yip (Ms)  
Finance Director

# APPLICATION FORM FOR INTERBANK GIRO

(For Payment of School Fees and Capital Levy)

Please complete a GIRO form for **each child** and return to TTS Finance Office upon completion.



## PART 1 FOR COMPLETION BY APPLICANT (Please fill in all fields and write within the boxes)

This form may take you about 3-5 minutes to complete if you have your bank passbook/statement on hand. Please **do not fax** the GIRO form to us as the bank requires **original signature** for verification and countersign beside amendments. Please also note that the indicated bank account cannot be a corporate bank account.

Date (DD/MM/YYYY)	<input type="text"/>	Student's ID No.	<input type="text" value="STU"/>
Student Name (one form per child)	<input type="text"/>		
Applicant / Parent Name	<input type="text"/>		
Applicant / Parent Address	<input type="text"/>		
Name of Bank	<input type="text"/>	Branch Name / Branch Code	<input type="text"/>
Account Holder Name(s) (as per bank records)	<input type="text"/>		
Bank Account No. (Corporate bank a/c not allowed)	<input type="text"/>	Account Holder(s) Contact No.	<input type="text"/>

- a) I/We hereby instruct you to process the Tanglin Trust School Ltd's instructions to debit my/our account.
- b) You are entitled to reject the debit instruction from Tanglin Trust School Ltd if my/our account does not have sufficient fund 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 revocation through Tanglin Trust School Ltd.

Signature(s) / Thumbprints(s) (As per in Bank's records)	<input type="text"/>
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For thumbprints, please go to the bank with your identification document(s) for verification before sending the form to TTS.

Amendments made on the form must be countersigned by the bank account holder. Use of correction fluid / tape is not allowed.

----- For Official Use Only -----

## PART 2 FOR COMPLETION BY TANGLIN TRUST SCHOOL LTD

Bank	Branch	TTS Bank Account Number												Billing Organization Reference Number										
7	2	3	2	1	4	4	0	2	3	3	4	8	0	0	1									
Bank	Branch	Account Number To Be Debited																						

## PART 3 FOR COMPLETION BY FINANCIAL INSTITUTION

This application is hereby **REJECTED** (please tick ✓) for the following 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: \_\_\_\_\_

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Approving Officer	Authorized Signature	Date

## Frequently Asked Questions

Giro is a convenient and cashless mode of payment. To help you better understand the GIRO payment arrangement, here are some answers to the most frequently raised questions:

### How do I get started?

Complete this GIRO application form, with your child's name and ID number. Send the original forms back to us at:-

Tanglin Trust School Limited  
95, Portsdown Road, Singapore 139299  
Attention: Finance Office @ Nixon Building Level 7

### How long do I need to wait before my GIRO arrangement is effective?

It will normally take about 6 to 8 weeks for the GIRO connection to be established. Once GIRO arrangement is established, a deduction schedule will be sent to you prior to making the first direct deduction.

### When will the GIRO deduction be made?

A deduction will only be made from your bank account on the 1<sup>st</sup> workday of each month. The amount deducted will be reflected in your bank statement.

### What happens if there are insufficient funds in my bank account?

If the deduction is unsuccessful, we will attempt to deduct the amount again on the **15<sup>th</sup> of the same month**. If both deductions are unsuccessful, the outstanding amount will be deducted in the **following month** together with the following month's instalment.

If we are unable to make GIRO deductions for 2 consecutive months, your GIRO arrangement will be cancelled and **any outstanding school fees will be due immediately**. You will be required to make payment to TTS in the form of a bank transfer or local cheque.

You should maintain sufficient funds in your bank account for deductions. No reminders will be sent to you for unsuccessful deductions. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds**.

### Can I stop GIRO payment?

Please call us at (65)6778 0771 or email us at [schoolfees@tts.edu.sg](mailto:schoolfees@tts.edu.sg) at least **7 workdays** before the next deduction date. You should also inform your bank to stop GIRO payment.

Any outstanding school fees will be due immediately.

### Can TTS stop GIRO arrangement?

TTS reserve the rights to cancel the GIRO arrangement and request for any outstanding school fees to be paid immediately, if there are more than 2 unsuccessful deductions over the 9 monthly instalment periods.

### Can I sign up for GIRO arrangement after school term starts?

This option to pay fees by GIRO instalment is offered to parents for payment of 3 terms fees, due in each school year, over 9 monthly instalments.

If you wish to sign up for GIRO arrangement after school starts in August, please email us at [schoolfees@tts.edu.sg](mailto:schoolfees@tts.edu.sg) and approval will be on a case by case basis.

### Do I need to effect the GIRO deduction for future school years' fees?

Once you are on the GIRO scheme, instalment payments for future school years' fees will continue in September to May of each school year. A deduction schedule will be sent to you prior to making the first direct deduction in every school year.

### What happens to my GIRO arrangements that are no longer used?

You are advised to review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.