



10 Woodlands Drive 50
Singapore 738853
Telephone: (65) 62697410
Facsimile: (65) 63671165
Website:
www.woodlandspri.moe.edu.sg
Email: wdp@moe.edu.sg

Woodlands Primary School

Reference: 41 /2018

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Dear Parents/Guardians

Introducing School Bill for Enrichment Programmes and School Charges

In June 2016, MOE had introduced the Edusave Enrichment Programme Standing Order (Edusave EPSO) for all Singaporeans. With the Edusave EPSO, you will only need to give authorisation once, for Edusave withdrawals from your child/ward's Edusave funds for local enrichment programmes organised by the school. This one-time Edusave withdrawal authorisation will remain valid throughout your child/ward's school years.

2 The school will be introducing School Bill for billing and collection of enrichment programme and school charges in March 2018. School bill is a statement issued by the school to inform parents/guardians of your child/ward's enrichment programme and school charges. This is separate from your payment of school fees to MOE.

3 For pupils who had signed up for the Edusave EPSO previously, withdrawals will be made from your child/ward's Edusave funds for local enrichment programmes where you had given consent for participation.

4 You may pay for the School Bill using the following payment channels if your child/ward is not on Edusave EPSO:

- AXS Self Service Kiosks
- AXS e-Station (www.axs.com.sg)
- Cash/Cheque (to be given to the school)
- GIRO Option

4 To date, the school had conducted 3 programmes which will be reflected in the School Bill statement for March for selected pupils:

- P3 Learning Journey to the Singapore Zoo
- What's Up Newspaper Subscription
- Thumbs Up Magazine Subscription

5 You may refer to the FAQ attachment and leaflet for more information.

6 Feel free to contact the General Office at 6269 7410 if you need further clarifications.

7 Thank you.

Yours sincerely,

Ms Winnie Tan
Principal

FAQ for Parents

General

1. What is School Bill?

Similar to MOE Bill for school and miscellaneous fees, parents will receive a School Bill for enrichment programmes and school charges prepared by their child's school. School Bill is only issued by government or government-aided schools.

2. What are the bill charges about?

The School Bill comprises enrichment programme and/or school charges

3. How will I receive the School Bill?

Your child's school will send you the bill.

4. How do I know that what I have received is a School Bill?

The School Bill will have your child's school's logo on the top left hand corner.

5. How often will I receive a School Bill?

You will receive a School Bill whenever there are new enrichment programmes and school charges, or when there are adjustments to previous bills (e.g. refunds arising from programme cancellation).

6. Why am I receiving more than one School Bill for my child?

School Bill is school-specific. Your child may have more than one School Bill if there are arrears from his previous school, in addition to charges from his current school.

7. I have two children in different schools. Why am I receiving School Bills from one school but not the other?

School Bill is being issued by schools progressively from 2017 onwards.

Notification and Parental Consent

8. What items will I be billed for?

You will only be billed for enrichment programmes which you have given consent for your child's participation, as well as school charges (e.g. hostel fees).

9. Will I be notified if there are going to be changes to the bill amount?

Your school will update you on all bill adjustments (if any).

Payment

10. How can I pay for the School Bill?

For Singaporean students:

You can authorise the Edusave Enrichment Programme Standing Order (EPSO) for the school to make withdrawals from your child's/ward's Edusave account to pay for enrichment programme charges. If your child's Edusave funds are insufficient, or if you choose not to authorise the EPSO, cash payment can be made via the following channels:

- AXS Self Service Kiosks
- AXS e-Station (www.axs.com.sg)
- Cash/Cheque (to be given to the school)
- GIRO Option

Edusave cannot be used for school charges, and so must be paid for using the cash channels above.

For non-Singaporean students:

Payment can be made via the following channels:

- AXS Self Service Kiosks
- AXS e-Station (www.axs.com.sg)
- Cash/Cheque (to be given to the school)
- GIRO Option

11. What happens if I do not pay the School Bill by the "pay by date" (shown in bottom right corner of the bill)?

If the "amount payable" on your bill is not scheduled for GIRO deduction, and is not paid in cash/cheque by the "pay by date" (i.e. the 6th of the next month), then this amount will be carried forward as an outstanding balance to the next month's bill.

Credit Balances

12. What do I do when there is a credit balance on my child's school bill?

We encourage you to leave the credit balance on your child's school bill. This will be used to offset any subsequent school charges and/or new enrichment programme co-payment amounts.

Otherwise, you may approach your school directly to seek a refund.


13. How will I get a refund of the credit balance if my child has graduated or left the school?

Credit balances will be refunded at the end of the year for all graduating students. If your child leaves the school before graduation, an ad-hoc refund will be done for your child.

INTRODUCING SCHOOL BILL FOR ENRICHMENT PROGRAMMES AND SCHOOL CHARGES

What is School Bill?

School Bill is a statement issued by our school informing you of your child/ward's enrichment programme and school charges. This is separate from your payment of school fees to MOE (MOE Bill).

	SCHOOL NAME 9 BISHAN STREET 22 SINGAPORE 579767 Contact : 64582177 (Secondary) Email Address : XX@moe.edu.sg SF GST Reg. No : M9-000555-A	
	Parent/Guardian of STUDENT'S NAME STUDENT'S HOME ADDRESS Account No : XXXXXXX Date of Bill : 22 Mar 2017 Page No : 1 / 1	
7102/P3/P3-JO		
SUMMARY OF AMOUNT PAYABLE		
Balance Brought Forward from Previous Bill	\$0.00	
(A) Outstanding Balance	\$0.00	
(B) Net Charges for Mar 2017	\$107.70	
(C) Less Edusave deduction	-\$83.70	
(D) AMOUNT PAYABLE	\$24.00	
Total amount payable will be deducted from your account 1D116XXXX on 06 APR 2017		
DETAILS OF CHARGES FOR MAR 2017		
Programme Charges P3 EL What's Up Magazine (2017) (Local) \$15.00 P3 CHINESE LANGUAGE READING PROGRAMME (2017) (Local) \$7.50 P3 Science Microbiology Lesson (2017) (Local) \$8.00 P3 Swimsafer Programme (2017) (Local) \$48.20 P3 Inter-disciplinary Learning Journeys (2017) (Local) \$5.00	\$83.70	
School Charges (1) * P3 Our Budding Writers 2017 \$4.00 * P3 Supplementary Resources 2017 \$20.00	\$24.00	
Net Charges for Mar 2017	\$107.70	
(1) Edusave cannot be used for school charges. Payment received after 13 Mar 2017 is not included unless indicated in the summary section of the bill. All fees inclusive of GST are marked with asterisk (*).		
PAYMENT SLIP (Not applicable for GIRO Payment)		
Account No	Please Pay By	Amount Payable
XXXXXXX	06 Apr 2017	\$24.00

(D) Amount Payable
 Cash amount payable
 (see payment modes below)

(A) Outstanding Balance
 Outstanding payments or
 adjustments brought forward
 from previous months

(B) Net charges
 New Programme and School
 Charges for the month

(C) Edusave deduction
 Deduction from student's
 Edusave account to pay for
 enrichment programme
 charges (Singaporeans only)

GIRO deduction reminder
 message (appears only if
 you have established
 GIRO for School Bill)

This section gives a
 breakdown of all the
 new programme
 charges and school
 charges for the month

How do I know if I need to pay?

You will only need to take action to pay when:

- 1) Amount Payable > 0, and
- 2) There is no GIRO deduction reminder message (i.e. you have not established GIRO for School Bill)

How do I pay?

- > NETS at AXS kiosks (scan the barcode) or MOE Customer Service Centre
- > eNETS/credit cards/others at AXS e-station (www.axs.com.sg) and AXS m-station (mobile app)
- > Cash/cheque at our school