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Woodlands Primary School

Reference 60 / 2018

26 March 2018

Dear Parent/Guardian,

GIRO OPTION FOR SCHOOL BILL

Thank you for paying your child's/ward's school fees through GIRO.

- 2 As you already have a GIRO account established with MOE, we would like to invite you to sign up for the GIRO Option for School Bill, that is, to extend the same GIRO account to pay for your child's/ward's School Bill charges which include enrichment programme and school charges. GIRO payment means your child/ward need not bring large sums of cash to school whenever bill payments are due.
- 3 To enjoy the convenience of the GIRO Option, please sign and return the attached GIRO Option Authorisation Form to your child's/ward's form teacher by 28 March 2018.
- 4 We have also attached a set of FAQs for your reference. If you have any further queries, please contact our Administration Manager, Ms Teo Hsiao Ying at Tel. 6269 7410.
- 5 Thank you.

Yours faithfully,

Winnie Tan (Ms)
Principal

GIRO Option: FAQ for Parents

Q1. How is the GIRO Option related to my previous authorisation of GIRO payment for my child/ward's school and miscellaneous fees ("GIRO Standing Order")?

*The GIRO Standing Order you previously authorised is for school and miscellaneous fees. The GIRO Option you are now invited to establish is an **optional add-on** for payment of enrichment programme and school charges using the same GIRO account.*

Q2. [For Singapore Citizens] Is there a need for me to authorise the GIRO Option if I already have endorsed the Edusave Enrichment Programme Standing Order (EPSO) to use Edusave to pay for my child/ward's programmes?

If you endorse both the EPSO and GIRO Option, the enrichment programme charges will first be deducted from your child/ward's Edusave account. Only if the Edusave funds are insufficient will the shortfall be deducted from your GIRO account.

Otherwise, if you prefer not to authorise the GIRO Option, the shortfall will have to be paid via cash/cheque at your child/ward's school or via NETS at AXS stations.

Q3. What happens if I change my GIRO bank account for school fee payment?

The GIRO Option will be based on your new GIRO bank account for fee payment.

Q4. What if there are insufficient balances in my GIRO account?

Your GIRO Option will be suspended. It will be re-activated automatically once the School Bill arrears have been paid via cash/cheque at your child/ward's school or via NETS at AXS stations, and if your GIRO account for fee payment is still active.

Q5. Can I terminate the GIRO Option?

You can terminate the GIRO Option anytime you wish.

Q6. If I terminate my GIRO account for school fee payment, what happens to my GIRO Option?

Your GIRO Option will also be terminated.

Q7. What happens when there are refunds for enrichment programmes (both local and overseas) and school charges?

The monies will be credited to your GIRO account.

Q8. What is the GIRO deduction date for enrichment programmes (both local and overseas) and school charges?

For a given bill, GIRO deduction takes place on the 6th day of the coming month (or the next working day if the 6th is a non-working day).