

Dear Parents,

AN INVITATION TO PAY SCHOOL FEES BY GIRO FOR 2022/2023

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 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 Tanglin in August, December and March 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 9 monthly instalments (i.e. 3 instalments for a term fee). 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** is deducted over 3 monthly instalments from **September to November**.

Monthly deductions will be made on the 1st 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 Tanglin'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.

For us to process your GIRO application for the next school year 2022/2023, completed original GIRO application form must be sent to Tanglin Trust School Limited - Finance Office at 95 Portsdown Road, Singapore 139299, by **20 May 2022, 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 Tanglin Finance Office upon completion.

This form may take you about 3-5 minutes to complete if you have your bank passbook/statement on hand.

Please **do not fax/email** the GIRO form to us as the bank requires **original signature** for verification. **Amendments made on the form must be countersigned by the bank account holder and use of correction fluid / tape is not allowed.** Please also note that the indicated bank account cannot be a corporate bank account.

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

I/We consent for Tanglin Trust School to collect, use or disclose my/our personal data for purposes of the processing the payment of fees, subject to Tanglin Trust School Ltd's personal data protection policies which may be found on the school's website.

Date (DD/MM/YYYY)	<input style="width: 95%;" type="text"/>	Please tick:	<input type="checkbox"/> New Application
			<input type="checkbox"/> Change of Bank Account
Student Name (one form per child)	<input style="width: 95%;" type="text"/>		
Applicant / Parent Name	<input style="width: 95%;" type="text"/>		
Applicant / Parent Address	<input style="width: 95%;" type="text"/>		
Name of Bank	<input style="width: 95%;" type="text"/>	Branch Name / Branch Code	<input style="width: 95%;" type="text"/>
Account Holder Name(s) (as per bank records)	<input style="width: 95%;" type="text"/>		
Bank Account No. (Corporate bank a/c not allowed)	<input style="width: 95%;" type="text"/>	Account Holder(s) Contact No.	<input style="width: 95%;" type="text"/>

- a) I/We hereby instruct you to process 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 style="width: 95%;" type="text"/>	 <div style="border: 1px dashed black; padding: 5px; font-size: small;"> Please remember to sign in this box. For thumbprints, please go to the bank with your identification document(s) for verification before sending the form to Tanglin. </div>
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----- For Official Use Only -----

PART 2 FOR COMPLETION BY TANGLIN TRUST SCHOOL LTD

SWIFT BIC H S B C S G S G X X X	Tanglin Trust School Bank Account Number 1 4 4 0 2 3 3 4 8 0 0 1	Billing Organisation Ref no. S T U						
SWIFT BIC 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Bank</th> <th style="width: 15%;">Branch</th> <th style="width: 70%;">Account Number To Be Debited</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Bank	Branch	Account Number To Be Debited				
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):

<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: _____

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" 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 completed original form 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 GIRO deduction will only be made from your bank account on the 1st 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 GIRO deduction is unsuccessful, we will attempt to deduct the amount again on the **15th of the same month**. If both GIRO deductions are unsuccessful, your GIRO arrangement will be cancelled, and **any outstanding school fees will be due immediately**. You will be required to make payment to Tanglin in the form of a bank transfer or local cheque.

Please maintain sufficient funds in your bank account for deductions. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds**. Your bank will assist you on enquiries of this nature.

No reminders will be sent to you for unsuccessful deductions.

Can I stop GIRO payment?

Please call us at (65)6778 0771 or email us at 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 Tanglin stop GIRO arrangement?

Tanglin 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 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.