

Dear Parents,

### **AN INVITATION TO PAY SCHOOL FEES BY GIRO FOR 2024-2025**

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/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 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 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 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 2024-2025, completed original GIRO application form must be sent to Tanglin Trust School Limited - Finance Office at 95 Portsdown Road, Singapore 139299, by **24 May 2024, Friday**.

Yours faithfully

Lynn Yip  
Finance Director

# APPLICATION FORM FOR INTERBANK GIRO

(For Payment of School Fees, Capital Levy and compulsory fees etc)

Please complete a GIRO form for **each child** and return to Tanglin Trust School - 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 APPLICANT'S COMPLETION (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's personal data protection policies which may be found on the school's website.

<b>Important Note:</b> Please fill in all the required fields. Incomplete form may not be processed.		Name of Billing Organization: <b>Tanglin Trust School Limited</b>	
Date (DD/MM/YYYY)	<input type="text"/>	Please tick:	<input type="checkbox"/> <b>New Application</b> <input type="checkbox"/> <b>Change of Bank Account</b>
Student Name (one form per child)	<input type="text"/>		
Applicant / Parent Name	<input type="text"/>		
Applicant / Parent Address	<input type="text"/>		

- a) I/We hereby instruct the Bank to process Tanglin Trust School's instructions to debit my/our account.
- b) The Bank is entitled to reject Tanglin Trust School's debit instruction if my/our account does not have sufficient fund and charge me/us a fee for this. The Bank may also at its 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 the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our revocation through Tanglin Trust School.

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

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

## PART 2 FOR TANGLIN TRUST SCHOOL'S COMPLETION

<b>SWIFT BIC</b>	<b>Tanglin Trust School Bank Account Number</b>	<b>Billing Organisation Ref no.</b>
H S B C S G S G X X X	1 4 4 0 2 3 3 4 8 0 0 1	S T
<b>SWIFT BIC</b>	<b>Bank</b>	<b>Branch</b>
		<b>Account Number To Be Debited</b>

## PART 3 FOR BANK'S OR FINANCIAL INSTITUTION'S COMPLETION

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 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 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 GIRO deduction is unsuccessful, we will attempt to deduct the amount again on the **15<sup>th</sup> 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](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 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](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.