

APPLICATION FOR INTERBANK GIRO

PART 1: FOR APPLICANT'S COMPLETION (Please fill in all fields clearly)

This form is to authorise ISS International School to deduct the tuition fee & development fee payable by you directly from your authorised bank account (fixed deposit a/c, trust a/c & corporate a/c are not applicable) through the inter-bank GIRO. Correction tape or fluid is not allowed. Amendments made must be countersigned by the bank account holder. *For thumbprints, please go to the branch with your identification.

Date:	Name of Billing Organisation ("BO") ISS International School
Applicant's Full Name:	Student's ID Number: S T
Name of Bank ("Bank"):	Student's Full Name:

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
(b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds 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 authorisation will remain in force until the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our written revocation.

My/Our Name (s):	My/Our Signature(s)/Thumbprint(s): <i>(As in Bank's records)</i>
My/Our Account Number:	
My/Our Contact Number:	

PART 2: FOR ISS INTERNATIONAL SCHOOL'S COMPLETION

SWIFT BIC	ISS's Account No.	ISS Student ID Number S T
UOVBSGSGXXX	4 5 1 3 0 2 3 9 6 5	
SWIFT BIC	Account No. to be Debited	

PART 3: FOR BANK'S COMPLETION

To: ISS International School - Finance Department, 21 Preston Road Singapore 109355

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: _____ |

Name of Approving Officer

Authorised Signature

Date

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently asked questions on GIRO:

Who can apply for GIRO?

This option to pay school fees by GIRO is offered to families who are paying school fees privately.

How do I get started?

You must first open a personal bank account with a GIRO-participating bank in Singapore.

Complete this GIRO application form, with your child's name and ISS Student ID Number.

A separate form is required for each child.

Send the original form back to us at:

ISS International School

21 Preston Road

Singapore 109355

Attention: Finance Department

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

Continue paying by other methods until your GIRO arrangement is effected, which takes about 6 to 8 weeks. Once your GIRO arrangement is effected, you will receive a deduction schedule prior to the first deduction.

When will the GIRO deduction be made?

A deduction will only be made from your bank account on the 1st working day of each month. The amount deducted will be reflected in your bank statement.

The monthly deductions will be made over a maximum of 10 months, from March to July for 1st semester and from August to December for 2nd semester.

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

We will send you a letter to inform you to pay by other methods. However, you should still maintain sufficient funds in your bank account for the subsequent deduction date. We will terminate your GIRO if we are unable to make GIRO deductions after 2 consecutive attempts, and any outstanding school fees will be due immediately.

An admin fee of \$50.00 will be charged for each unsuccessful GIRO deduction due to insufficient funds.

Can I stop GIRO payment?

Please call us at +65 6475 4188 or email us at finance_share@iss.edu.sg at least 7 working days before the next deduction date. You should also inform your bank to stop GIRO payment. Once the GIRO payment is stopped, any outstanding school fees will be due immediately.

Do I need to submit GIRO application form in the following academic year?

The GIRO arrangement will be effective as long as your child is still studying in ISS.

Can I arrange to make GIRO deduction from another party through his/her bank account?

Yes, you can, by stating his/her name, account no. and your child's ISS Student ID Number on the GIRO form.

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

You should terminate those GIRO arrangements that are no longer required with your bank.