

## **GENERAL INFORMATION ON GIRO**

### **Types of Deductions**

Besides school and miscellaneous fees, the same GIRO arrangement will also be extended to cover your child's/ward's payment of enrichment programmes, school charges and deduction of national examination fees (Primary School Leaving Examination and GCE Examinations), where applicable.

### **Scheduled Deduction Dates**

The schedule for the various types of deductions are as follows. For actual dates, please refer to the calendar in the MOE corporate website (<https://www.moe.gov.sg/calendar>).

<b>School Fees</b>	<b>Enrichment Programmes and School Charges</b>	<b>National Examinations Fees</b>
26th of each month from February to December.  If 26th is a weekend or public holiday, deduction will be made on the next working day.	6th of each month from March to December.  If 6th is a weekend or public holiday, deduction will be made on the next working day.	You will be informed of the deduction dates and amount payable when your child/ward is taking part in these examinations.

### **Deduction Code**

The deduction code will be shown as "MOE" in the bank book or current account statement for the deduction of the above fees.

### **Unsuccessful deductions**

If GIRO deduction is unsuccessful, the outstanding amount will be added to the following month's bill for GIRO deduction again. A bill will then be sent to you. Please refer to the bill for more information.

### **Refunds**

Any school fees overpaid by your child/ward will be used to offset future fees payable in the same academic year. Any amount in excess will then be refunded to this GIRO account by the end of the following month.

### **Change of GIRO Account**

If there is no change in the account holder, and the existing and new GIRO accounts are from either DBS or OCBC, the account holder may update the GIRO arrangement via the respective banks' internet banking portals.

If there is a change in the account holder, the existing account holder will need to submit a Termination Form to the school to terminate the existing GIRO arrangement. The new account holder can then submit a fresh GIRO application for processing. Refer to the instructions in the MOE corporate website (<https://www.moe.gov.sg/financial-matters/fees>).

Depending on the mode of application, upon the receipt of the GIRO application by MOE HQ, it will take up to three months to process the application as it is subject to the bank's approval and the verification of the written information.

### **Validity of GIRO Instruction**

This GIRO instruction will carry on if your child/ward remains in a Government or Government-aided primary school, secondary school or junior college/centralised institute.

### **Other Information**

For any changes in address or guardianship, please inform your child's/ward's school as soon as possible for follow up.