



**MINISTRY OF EDUCATION
STANDING ORDER FOR USE OF EDUSAVE ACCOUNT
AT GOVT / GOVT-AIDED SCHOOL**

Please note: This form is to be used by parent/guardian of a Singaporean student who wishes to use the Edusave account of his/her child/ward to pay for 2nd tier miscellaneous fees by MOE and/or enrichment programme charges incurred by the child/ward in a Government or Government-aided School and billed by the school. Please submit the completed form to your child's/ward's school.

Student NRIC/BC No: _____

Student Name: _____

School: _____

Student Level / Class: _____

**STANDING ORDER¹ INSTRUCTION FROM PARENT/GUARDIAN
(Please tick as appropriate.)**

1 I wish to use my child's /ward's* Edusave account for payment of:

2nd-tier Miscellaneous Fees²

Charges for Local and Overseas Enrichment Programmes³

2 I hereby give a standing instruction to authorise the school to withdraw from my child's/ward's* Edusave account to pay for the fees/charges indicated above.

3 If the balance in my child's/ward's* Edusave account is insufficient for the deduction, I agree to pay the shortfall in cash or from my GIRO account.

Name of Parent/Guardian*

Signature of Parent/ Guardian*

Date

* Delete whichever is not applicable

¹ This standing order will remain in force until terminated by your written notice sent to the school.

² If your child/ward is admitted to an autonomous school, this standing order will also cover Autonomous School fee.

³ If your child/ward is also using the Edusave account to pay for his/her 2nd-tier miscellaneous fees, the total amount required for the whole year will be reserved and the balance can then be used to pay for his/her enrichment programmes charges billed by a Govt/Govt-aided school.