

INTERBANK GIRO GENERAL INFORMATION

1. Applicants must ensure :
 - Completed Form is legible
 - Not to use correction fluid
 - To countersign beside any amendments/corrections/cancellations made. **Counter-signatures must be made by the account holder(s).**

2. For students who applied for Financial Schemes*, if your application is :
 - Approved and course fees are fully paid, no GIRO deduction will be effected.
 - Not approved or the approved amount is insufficient to pay for your course fees, we will bill you for the remaining amount and GIRO deduction will be effected.

3. An ebill will be sent to your ichat email account, informing you of the deduction amount and date. **Please ensure sufficient fund is made available in the designated Bank/Financial Institution to meet the full payment of fees.**

4. You may wish to note that:
 - For any unsuccessful deductions, your Bank/Financial Institution may impose bank charges on you.
 - For termination, you must complete the 'Termination of Interbank GIRO' form and submit to Singapore Polytechnic.
 - 'Deduction' refers to
 - Course fees;
 - Any other fees/charges due to Singapore Polytechnic.
 - 'Payment' refers to
 - Excess payment of fees;
 - Scholarships/bursaries/prizes and awards;
 - Any other payments due to you.

5. For any enquiries on GIRO application or termination, you may contact Customer Relations:
 - Hotline: 6775 1133, or
 - Email: contactus@sp.edu.sg

6. Please return the **original** completed Interbank GIRO form/Termination of Interbank GIRO form to :

SINGAPORE POLYTECHNIC
500 DOVER ROAD
SINGAPORE 139651
ATTN : FINANCE DEPT-STUDENT FINANCE

*Financial Schemes include Mendaki Tertiary Tuition Fee Subsidy (Mendaki-TTFS), Post Secondary Education Account (MOE-PSEA), CPF Approved Education Scheme (CPF-AES) and Tuition Fee Loan from DBS Bank (DBS-TFL)