



APPLICATION FORM FOR INTERBANK GIRO

PART 1: FOR APPLICANT'S COMPLETION

Date: _____

Name of Student: _____

Name of Bank: _____

Student's NRIC/Passport/FIN no: _____

Branch: _____

Student's Matriculation Number (Reference No):											

- (a) I/We hereby instruct you to process the Singapore Institute of Technology ("SIT")'s instructions to debit my/our account.
- (b) You are entitled to reject the SIT's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your 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 terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the SIT.

My/Our Name(s) as in Bank's record _____

My/Our Contact (Tel/Fax) Number(s): _____

My/Our Account Number:

Bank	Branch	Account Number To Be Debited

My/Our Company Stamp/Signature(s)/Thumbprint(s)*: _____

(as in bank's records)

PART 2: FOR SIT'S COMPLETION

Bank	Branch	Billing Organisation's Account Number
7 1 7 1	0 0 3	0 0 3 9 1 0 5 6 1 4

Student's Matriculation Number (Reference No)											

PART 3: FOR BANK'S COMPLETION

To: Singapore Institute of Technology
 Finance Department
 #02-00 EFG Bank Building
 25 North Bridge Road, Singapore 179104

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 customer/BO
- Other reason(s): _____

Name of Approving Officer

Authorised Signature

Date

* For thumbprints, please go to the branch with your identification.

Please delete where inapplicable



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 raised questions on GIRO:

How do I get started?

Complete this GIRO application form, send the form with your signature duly signed, copy of your bank book or statement showing your full name & bank account number to us at:

Singapore Institute of Technology
Finance Department
#02-00 EFG Bank Building
25 North Bridge Road, Singapore 179104

Note: For account operated via thumbprint, please bring your NRIC/passport to your bank for the print to be taken and witnessed.

If you are not sure whether the account operated using your thumbprint or signature, you may check your bank book or you may check directly with your respective bank.

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

Continue paying by cash or cheque for all your fee advice until your GIRO arrangement is effected, which takes at most 30 working days.

Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and address, and the customer/account/bill number on the GIRO form.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

When will the GIRO deduction be made?

Please refer to the table below for the fees deduction. The amount deducted will be reflected in your bank statement.

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

Please maintain sufficient funds in the GIRO account to meet the full payment. No partial deduction will be made for bank accounts with insufficient funds. Both SIT & the bank will impose charges if the deduction is unsuccessful.

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

You should review all your GIRO arrangement periodically and terminate those arrangements that are no longer required with your bank.

Please approach your bank and complete the necessary termination forms.

Note: For students who are paying their tuition fees through the CPF Education Scheme or Tuition Fee Loan Scheme, other fees not covered by the schemes will be deducted through the GIRO account.

The Giro arrangement is for the full degree, shouldn't be change on impulse. SIT will charge admin fees for the Giro rejection.

Fees are payable in advance each semester and are billed in the months of August, December and April of the next year if relevant. These billing cycles are subject to change. Please refer to your fee advice for actual deduction date. For enquiries, please contact Finance Office at 65921176.