



## PUNGGOL GREEN PRIMARY SCHOOL

*Every PGPS Student, A Future-Ready Leader*

*Engaging Learners, Nurturing Leaders, Empowering Givers*

98, Punggol Walk, Singapore (828772)

<http://www.punggolgreenpri.moe.edu.sg>

Ref: PGPS/2017/01/23

7 February 2017

Dear PGPS Parents/Guardians,

### Edusave Standing Order For Fees and Enrichment Programmes – Singapore Citizens only

1. All Singapore Citizens aged 7 to 16 have an Edusave Account that they can utilise for 2<sup>nd</sup>-tier miscellaneous fee and school programmes (egs. school camp and learning journeys). You need to sign an Authorization Form for the school to withdraw fund from your child's/ward's edusave account for each fee/programme conducted.
2. In order to streamline the process, we have replaced the ad-hoc Authorization Form with the Standing Order Form that authorizes Punggol Green Primary School to withdraw fund from your child's Edusave account to pay for fees/programmes conducted in school. Please complete the attached Standing Order Form and return it to your child's/ward's Form Teacher by **10 February 2017**.
3. For **non-Singapore Citizens**, you will be informed of the fees to pay via cash/cheque at the school counter for each programme conducted.
4. We will inform you of the planned enrichment programmes and seek your consent for your child/ward to participate.

Thank you.

Yours sincerely,

Mrs. Seah Lay Tin

Principal





**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 Singapore citizen student who wishes to use the Edusave account of his/her child/ward to pay for 2<sup>nd</sup> tier miscellaneous fees by MOE and/or local enrichment programme charges incurred by the child/ward in a Government or Government-aided School. Please submit the completed form to your child's/ward's school.

Student NRIC/BC No:

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Student Name:

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School:

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Student Level / Class:

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**STANDING ORDER<sup>1</sup> INSTRUCTION FROM PARENT/GUARDIAN**

(Please tick as appropriate.)

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

2<sup>nd</sup>-tier miscellaneous fee<sup>2</sup>

Charges for Local Enrichment Programmes<sup>3</sup>

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

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

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

<sup>3</sup> If your child/ward is also using the Edusave account to pay for his/her 2<sup>nd</sup>-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.