



**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 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:

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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 Enrichment Programmes<sup>3</sup>

Local and Overseas Programmes

Local Programmes only

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 billed by a Govt/Govt-aided school.

**Note:** If you wish to extend your existing Standing Order for local enrichment programmes to cover overseas programmes as well, you can just indicate your latest choice in the form. This will supercede your existing Standing Order for local enrichment programmes.