



COMMUNICATION UPDATE

14 September 2007

Dear Parent/Guardian of _____

SCHOOL FEES PAYMENT TO BE MADE BY GIRO

In our efforts to develop a more efficient school fees payment system, we will require all students to have their school fees paid via GIRO.

To apply, please follow the steps below:

Step	
1	Complete the attached 'Direct Debit Authorisation Form', and return it to your class teacher by Friday, 28 September 2007 .
2	Pathlight will submit your GIRO application to the Bank.
3	The Bank will notify Pathlight when the application for GIRO is successful/ not successful.
4	Pathlight will send you a letter to inform you of status of application, and when payment via GIRO can commence if successful.

Please note:

- The Bank may take 2 months for the processing of GIRO applications. **Until you get a notification letter from Pathlight, it is important that you continue to pay school fees by cheque or cash.**
- For GIRO payments, you will have to ensure that you have sufficient funds in your bank account by the 25th of every month.
- An administration charge of \$25 will be charged for every unsuccessful GIRO each month. An automatic deduction of 2 months of school fees will be done the following month.

- If you require more information about GIRO, please go to <http://www.ecitizen.gov.sg/govbill/GIRO.htm>.

Please email Ms Teh (Student Affairs) at tsui-tsui.teh@pathlight.org.sg, or call her at 6459 9951 if the application for GIRO payment may pose a problem for you.

We look forward to your support and cooperation.

Yours sincerely,

Ms Linda Kho
Chief Operating Officer

Cc Ms Denise Phua, School Supervisor / Acting Principal
Ms Loy Sheau Mei, Mrs Mary Gilbert, Ms Annie Tan, Track Heads
Ms Ng Sock Kian, Executive Director, ARC
Mrs Teh Tsui Tsui, Student Affairs
Mr Jason Kwek, Operations

Reply Slip: GIRO PAYMENT FOR SCHOOL FEES

Child's Name : _____

Child's Class : _____

Name of Parent : _____

I am unable to pay for my child's school fees via GIRO because:

Signature of Parent

Date

Please return the completed form to your class teacher by **Friday, 28 September 2007**.