



COMMUNICATION UPDATE

14 September 2007

Dear Parent/Guardian of _____

GIRO PAYMENT FOR SCHOOL FEES – NEW POLICY

In our efforts to develop a more efficient school fees payment system, please note the following in regards to GIRO payment, which will take effect from **November 2007**:

- Instead of deductions by 14th of every month, deductions will now be made by the **25th of every month**. Please ensure that you have sufficient funds in your bank account by the stipulated date.
- An administration charge of \$25 will be charged for every unsuccessful GIRO each month. You will be informed of such unsuccessful attempts. In such cases, an automatic deduction of 2 months of school fees will be done the following month.

Please contact Ms Jasmine at 6459 9951 if you have questions regarding GIRO.

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