



## APPLICATION FORM FOR INTERBANK GIRO

### PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

Date:	Name of Billing Organisation ("BO"):
✓ _____	<b>LASALLE College of the Arts</b>
To: Name of Bank:	Student's Name:
✓ _____	✓ _____
Branch:	Student Number:
✓ _____	✓ _____

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.  
 (b) You are entitled to reject the BO'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 BO.

My/Our Name(s) as in Bank's record	My/Our Contact (Tel/Fax) Number(s):
✓ _____	✓ _____
My/Our Account Number:	My/Our Company Stamp/Signature(s)/Thumbprint(s)*:
✓ _____	✓ _____ (as in bank's records)

### PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	Billing Organisation's Account Number
7   1   7   1	0   0   4	0   0   4   0   1   6   7   6   2   7

Student Number

Bank	Branch	Account Number To Be Debited

### PART 3: FOR BANK'S COMPLETION

To: Billing Organisation

This Application is hereby REJECTED (please tick) for the following reason(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Signature/Thumbprint# differs from Bank's records | <input type="checkbox"/> Wrong account number                        |
| <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear#         | <input type="checkbox"/> Amendments not countersigned by customer/BO |
| <input type="checkbox"/> Account operated by signature/thumbprint#         | <input type="checkbox"/> 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 Part 1 overleaf and send the form with your signature duly signed to us at:

LASALLE College of the Arts  
Division of Finance  
1 McNally Street  
Singapore 187940

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

**Will I be notified of the approval of my GIRO application?**

Yes, LASALLE College of the Arts will inform you when the GIRO is approved and the effective date.

**What's next after my GIRO application is approved?**

On a Semester basis, for the duration of your programme of study in LASALLE College of the Arts, you will receive a Fee Advice on the fees payable with a statement that the "Amount will be deducted from your account on dd/mm/ccyy".

Please ensure that there is sufficient balance in the bank account for the deduction to be made, and to avoid imposition of a Late Fee penalty.

**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 Student 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?**

A deduction will only be made from your bank account on the date stated in the Fee Advice. The amount deducted will accordingly be reflected in your bank statement.

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

We will send you a letter to inform you to pay the Semester's fees due by other ways. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

A Late Fee penalty of S\$100 in addition to that Semester's fees will be imposed by LASALLE College of the Arts.

The GIRO standing instruction, however, is still active for subsequent Semesters' fees; you should, therefore, still maintain sufficient funds in your bank account for the deduction of subsequent Semesters' fees upon receiving our Fee Advices.

**Can I stop GIRO payment on a particular Fee Advice from LASALLE College of the Arts?**

Yes, you can by contacting LASALLE College of the Art's Division of Finance at [6496-5270](tel:6496-5270). You should make other arrangements to pay the fees due. You should also inform your bank to stop the GIRO payment.

**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.