



世界红卍字会新加坡总主会主办  
THE WORLD RED SWASTIKA SOCIETY  
(SINGAPORE ADMINISTRATION CENTRE)

卍 慈学校 **RED SWASTIKA SCHOOL**

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27 June 2016

Dear Parents/Guardian,

### **EDUSAVE STANDING ORDER FOR ENRICHMENT PROGRAMMES**

As a Singaporean studying in a government or government-aided school, your child/ward can use his/her Edusave funds<sup>1</sup> to pay for both approved fees and school enrichment programmes. Currently, we have to seek your authorisation every year to make withdrawals from your child/ward's Edusave funds for our school enrichment programmes planned for the year.

2. To save you the trouble of signing and returning the Edusave withdrawal authorisation form every year, MOE is introducing the Edusave Enrichment Programme Standing Order (Edusave EPSO), akin to the payment of fees using GIRO. With the Edusave EPSO, you will only need to give authorisation once, for Edusave withdrawals from your child/ward's Edusave funds for local enrichment programmes<sup>2</sup>. This one-time Edusave withdrawal authorisation will remain valid throughout your child/ward's school years. As you have already authorised withdrawals for our 2016 enrichment programmes, the Standing Order will take effect from 2017.

3. We will continue to seek your consent for your child/ward's participation in our planned programmes for the year, without which no Edusave withdrawals will be made.

4. If the balance in the Edusave account is insufficient, cash will be payable. You may also choose to terminate the Standing Order at any time.

5. We invite you to complete and return the attached authorisation form to your child's/ward's form teacher by 4 July 2016.

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<sup>1</sup> \$200 per primary school pupil and \$240 per secondary school pupil per annum.

<sup>2</sup> As the charges for overseas trips are generally higher, we will continue to seek your Edusave withdrawal authorisation for each overseas trip separately.

6. We have also attached a set of FAQs for your reference. If you have any further queries, please contact our Administration Manager, Mdm Charlynn Liew, at Tel. 64430380.

7. Thank you.

Yours faithfully



Mrs Jenny Leong  
Principal

FAQ for Parents/Guardians for Implementation of Edusave Enrichment Programme  
Standing Order

**Q1. What is the Edusave Enrichment Programme Standing Order (Edusave EPSO)?**

*The Edusave EPSO is a one-time authorisation from parents/guardians to make withdrawals for the co-payment for local enrichment programmes from your child's/ward's Edusave account.*

**Q2. What happens after I sign the Edusave EPSO?**

*Once parents/guardians have signed the Edusave EPSO, the school will make the Edusave withdrawals for the local enrichment programmes which parents/guardians give consent for their child/ward to take part in. If there are insufficient funds in their child's/ward's Edusave account, the shortfall will have to be paid in cash.*

**Q3. What if I do not sign the Edusave EPSO?**

*Parents/guardians who do not wish to use Edusave will have to pay cash for the enrichment programmes.*

**Q4. After I have authorised the Edusave EPSO, can I then decide not to continue using the Edusave funds to pay for the local enrichment programme charges?**

*The authorised Edusave EPSO will apply to the local enrichment programme charges for all school years and levels in a government or government-aided school. However, parents/guardians can terminate the Edusave EPSO anytime and choose to pay cash for the enrichment programme charges.*

**Q5. How will I be kept informed of the Edusave EPSO transactions?**

*The school will continue to notify parents/guardians of the programme cost, student co-payment amount and the Edusave withdrawal amount when seeking their consent for their child's/ward's participation in the enrichment programmes. The withdrawals will only be done for those enrichment programmes which parents/guardians have given consent for their child/ward to take part in. Parents/guardians will continue to receive an annual Statement of Account showing all the Edusave transactions for the year.*

**Q6. Why is the Edusave EPSO applicable only for local, but not overseas, enrichment programmes?**

*As the co-payment for overseas trips is generally higher, MOE recognises that parents/guardians may have concerns over the higher Edusave amount. Hence, overseas trips are excluded from the Edusave EPSO.*

**Q7. How can my child/ward use his/her Edusave funds for overseas enrichment programmes?**

*For overseas enrichment programmes, the school will continue to seek parents'/guardians' Edusave withdrawal authorisation separately.*

**Q8. What happens if my child/ward does not eventually attend the course(s) paid for through the Edusave EPSO?**

*If the child/ward is absent for valid reasons, the school will refund the Edusave amount withdrawn to his/her Edusave account.*

**Q9. What happens when an enrichment programme is cancelled after the Edusave withdrawal has been made?**

*The school will refund the Edusave amount withdrawn to his/her Edusave account.*

**Q10. Will I have to sign the Edusave EPSO again when my child joins a new school?**

*Unless terminated by parents/guardians, the Edusave EPSO authorisation will remain in force as long as the child/ward is in a government or government-aided school.*