



Edu
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EDUKA

1 I log into to my Eduka portal, "Billing" section, "Bank accounts" tab

2 I enter my bank details then "Save"

Status Eduka :

PENDING DOWNLOAD

3 I download my form, I physically sign it and I print it (electronic signature is not accepted)

Status Eduka :

GIRO FORM DOWNLOADED

Downloading the GIRO form in Eduka is just the first step to set up the GIRO.



SIGNATURE VERIFIED

4 I bring my form to my bank, who has to verified my signature, and affix the "signature verified" stamp next to it.

If you encounter any problem please contact us to: invoicing@ifs.edu.sg



This step only validates your signature to increase the likelihood of your GIRO being approved upon the 1st submission



SENDING

5 - I send by post the ORIGINAL hard copy of my GIRO to Finance Department:
3000 Ang Mo Kio Avenue 3,
Singapore 569928

OR - I drop off the form at the reception of the elementary school (campus 2900)

OR - I drop off the form at "The Boutique" near 3C secondary school (campus 3000)

IFS

1 The ORIGINAL hard copy of your GIRO is sent to our bank for processing.

Status Eduka :

PENDING SUBMISSION TO BANK



You receive an email confirming that your form has been received by IFS and sent to our bank



You should normally receive a confirmation email from IFS in approximatively 2 weeks. If not, your GIRO may not have reached us: please contact the Finance department (invoicing@ifs.edu.sg)



At this step, you are able to register for ECA / Holiday camps on Eduka portal

BANK

2 The approval by the banks requires an average of 3 to 5 weeks.

Status Eduka :

PENDING BANK VALIDATION



Your GIRO set up is not completed yet.

IFS

3 VALIDATION :

You will receive an email from the Finance Dept to confirm the validation of your GIRO.

You can easily check your GIRO status on your Eduka portal "Billing" section, "bank account" tab

Status Eduka :

VALIDATED BY BANK

4 REJECTION :

Your GIRO can be rejected in case of:

- incomplete/missing information
- your signature differs from the bank's records
- amendment on the form was made using correction fluide

Status Eduka :

REJECTED BY BANK



You will receive an email from the Finance Dept explaining the reason for the refusal of your GIRO, and asking you to restart the procedure from the beginning.