

## PAYMENT OPTIONS



**Australian  
International  
School**

### **CHEQUES**

Please ensure all cheques are "crossed" and made payable to:

#### **Australian International School Pte Ltd**

and state the Account Code or student name as reference at the back of the cheque to allow correct identification of each remittance. Please mail your cheque to the Finance Office with the remittance portion of your invoice. Post-dated cheques are not accepted.

### **LOCAL FUNDS TRANSFER / TELEGRAPHIC TRANSFER (TT)**

The following information is required when sending funds via local funds transfer / telegraphic transfer:

Account Name:	Australian International School Pte Ltd
Account Number:	003-913400-2
Bank Name:	DBS Bank Ltd
Bank Address:	12 Marina Boulevard Level 45 Marina Bay Financial Centre Tower 3 Singapore 018982
Bank code:	7171
Branch code:	003
DBS SWIFT BIC code:	DBSSSGSG
School address:	1 Lorong Chuan, Singapore 556818

**In order to assist in accurate identification and receipting of payments, the sender must do the following:**

- **Include his/her name and child's name in the transfer order**
- **Accept all bank charges relating to the transfer**
- **Ensure payment is made in Singapore dollars**
- **Email the bank remittance to [accounts\\_rec@ais.com.sg](mailto:accounts_rec@ais.com.sg)**

Note: Please include an additional SGD\$30.00 for Bank charges for Telegraphic Transfer (TT) payments

### **CREDIT CARD PAYMENT INFORMATION** *(Not applicable for companies)*

We accept Visa, Mastercard and American Express credit card payments with an administrative fee of 2.5%. Payment by credit card must be completed at the Finance window at Gate 1 reception.

We also offer a credit card instalment plan for DBS/POSB credit cards. At the time of processing, the full amount charged (6 months / 1 Semester's school fees per child / per family) is blocked against the cardholder's credit limit, but is not actually charged to the card.

The block against the credit limit decreases over the payment period as the monthly instalments are charged to the card by the Bank and paid by the card holder.

An administrative fee of 2.50% will be charged at the time the payment is blocked against the card.

Please contact the Finance Department on **6319 3764** or **6319 3765** or email us at [accounts\\_rec@ais.com.sg](mailto:accounts_rec@ais.com.sg) for more information.

