

PAYMENT OPTIONS



CHEQUES

Please ensure all cheques are “crossed” and made payable to:

Australian International School Pte Ltd

Please write your Account Code, invoice number, or student’s full name on the back of the cheque to help us identify your payment. Please mail your cheque to “ATTN: Finance Office” with the remittance portion of your invoice. You may also drop your cheque in either the box at Gate 1 or Gate 3 reception. 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:	
<ul style="list-style-type: none">• Include Account Code and Student’s Full Name in the transfer order to allow correct identification of each remittance• 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	

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.

Please visit <https://connect.ais.com.sg/finance/payment-options> to download and complete the credit card authorization form and email it to accounts_rec@ais.com.sg. Do include a copy of the credit card (both sides) for verification purpose.

CREDIT CARD INSTALMENT PAYMENT PLAN *(Not applicable for companies)*

We also offer the credit card instalment plans offered by Citibank (Issued by Local Bank) and DBS/POSB credit cards. At the time of processing, the full amount charged (1-Semester’s school fees per child) 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.

You will need to visit our Finance Office in person to process the credit card instalment payment plan (IPP).

Please contact the Finance Department on **6319 3763** or **6517 0241** or email us at accounts_rec@ais.com.sg if you require further information.



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