Step-by-Step Guide to view Student Bill and perform other Financial Activities

1) **Student Bill/Preliminary Bill**
   
a) **Student Bill** - Reflects the **actual** charged items (such as Tuition Fee and Miscellaneous Student Fees) and payment/Financial Aid (FA) items (such as CPF and Bursary) updated in your Student Account as at the time the bill is generated.

   b) **Preliminary Bill** - **Simulates** the fees payable after factoring in the Financial Aid (FA) that you have applied for and pending award (based on data you have entered).

*Note: Preliminary Bill is not for students taking self-funded courses (i.e. non-MOE subsidized courses), special term modules, part-time courses and non-graduating courses.

To request for Student Bill/Preliminary Bill,
- Login to **Education Records System (EduRec)** with your NUSNET ID and Password
• Click “My Homepage” for drop-down menu and select “Financials”

• Click “Manage Student Financials”

• In “Bill Type” drop-down menu, select “Preliminary Bill” (if available) or “Student Bill”. For “Student Bill”, select the applicable “Term” before clicking “View Student Bill”.

2
A sample Student Bill is shown below.
2) View/Update Bank Account Details

This section lists the steps to set up standing instruction with local banks for your payment of fees to NUS and/or receipt of refund from NUS via GIRO (or General Interbank Recurring Order).

Note that both the “GIRO Bank Account” (Debit Bank Account)” and “Receiving Bank Account” (Credit Bank Account)” are bank accounts such as savings account and current account. The same bank account can be used as both the “GIRO Bank Account” and “Receiving Bank Account”. Please do not update your debit/credit card details in these fields.

- Click “My Homepage” for drop-down menu and select “Financials”

- Click “Manage Student Financials”

- Click “Manage Bank Accounts”
2a) GIRO Bank Account (Debit Bank Account) – Apply for GIRO (online setup for DBS/POSB account holders)

- Please read the terms and conditions of DBS online GIRO application service in the page below, and click on the “DBS” logo, if you accept the terms and conditions.

- The bank account holder logs in to DBS’ internet banking website, using his/her banking credentials.

- After keying in the User ID and PIN, tick the checkbox and click “Authenticate me”.

\[\text{Manage Bank Accounts} \]

\[\text{Online GIRO Application} \]

Upon successful OCA, DBS will hereby instruct the Bank to process National University of Singapore’s instructions to debit your account.

The Bank is entitled to deduct National University of Singapore’s debit instructions from your account if your account does not have sufficient funds and charge you a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdrawn account and impose charges accordingly.

This authorisation will remain in force until:
- a. the Bank’s written notice sent to your last known address from the Bank;
- b. upon the date of receipt of your written revocation; or
- c. upon the Bank’s receipt of the notice of expiry from National University of Singapore.

Please click on the bank’s logo below if you accept the terms and conditions.
• The account holder keys in OTP from his/her DBS security device/registered mobile number.
• Click “Submit”.

• The list of SGD bank account numbers of the account holder will appear in the drop-down list.

• Select the bank account and click “SUBMIT”
Upon successful application, you will see the acknowledgement message below.
2b) GIRO Bank Account (Debit Bank Account) – Apply for GIRO (online setup for OCBC account holders)

- Please read the terms and conditions of OCBC online GIRO application service in the page below, and click on the “OCBC” logo, if you accept the terms and conditions.

- Key in your access code and PIN and click “Login”.

![Image of GIRO Bank Account setup process](image-url)
- Key in the 6-digit OTP sent to your mobile number registered with OCBC. Click “Login”.

- Or Click “Switch to token” if you are using the hardware token below.

- Before clicking “Allow”, please click on the Terms and Conditions and read them.

- After reading and agreeing to the Terms and Conditions, click “Close”, followed by “Allow”.

• The list of bank a/c nos. of the account holder will be available in the drop-down list for the account holder to select.

• Select the bank account and click "SUBMIT"

• Upon successful application, the Acknowledgement page below will appear, showing the details of your approved GIRO bank account.
- Click “Return to Main Page” to view the status of your GIRO Bank Account.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversea-Chinese Banking Corp Ltd</td>
<td>A0141566N</td>
</tr>
</tbody>
</table>

**GIRO Bank Account (Debit Bank Account)**

Tuition Fees, Miscellaneous Student Fees, Hostel Fees (if applicable) and other fees (if any) will be automatically deducted from your GIRO Bank Account on the GIRO deduction dates.

**Receiving Bank Account (Credit Bank Account)**

Payments from NUS will be made to your Receiving Bank Account. This will include disbursement of financial aid and any residual credit balances.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A0141566N</td>
</tr>
</tbody>
</table>
2c) GIRO Bank Account (Debit Bank Account) – Apply for GIRO (manual setup)

- Click “Apply for GIRO (manual setup)”

<table>
<thead>
<tr>
<th>Bank Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIRO Bank Account (Debit Bank Account)</td>
</tr>
<tr>
<td>Tuition Fee, Miscellaneous Student Fees, Hostel Fees (if applicable) and other fees (if any) will be automatically deducted from your GIRO Bank Account on the GIRO deduction dates.</td>
</tr>
</tbody>
</table>

You do not have any Active GIRO Bank Account at this time

Apply for GIRO (online setup) for DBSS/POSB account holders
Apply for GIRO (manual setup) for other account holders
For manual setup, if you wish to change any data after submission, please click the ‘cancel GIRO Bank Account’ link.

Receiving Bank Account (Credit Bank Account)
Payments from NUS will be made to your Receiving Bank Account. This will include disbursement of financial aid and any residual credit balances.

You do not have any Active Receiving Bank Account at this time

Add a new Receiving Bank Account

- Input the required information accordingly

- Click “Submit”
Click ‘OK’

The GIRO form will be pre-populated with the information you have provided earlier. Proceed to print the GIRO form. Thereafter, the bank account holder will have to sign or affix his/her thumbprint (duly verified in the presence of a bank officer) on the GIRO form in accordance with the bank’s records.

Hand in the completed GIRO form (with bank account holder’s signature/verified thumbprint) to Student Service Centre, Level 1, Yusof Ishak House by the deadline stipulated at Student Finance webpage.
To update details of the GIRO Bank Account that has **NOT been approved** (i.e. Account Status = Submitted) (for manual applications only)

- Go to “Bank Account Details” page (“Financials> “Manage Bank Accounts”)
- Click “Cancel GIRO Bank Account”

- Update the cancellation reason and Click “Submit”, followed by “OK”

- Repeat the steps to “Add a new GIRO Bank Account” with new account details
To update details of the GIRO Bank Account that has been approved (i.e. Account Status = Approved) (for manual and online applications),

- Go to “Bank Account Details” page (“Financials” > “Manage Bank Accounts”)
- Click “Print GIRO Termination Form”

- Complete the “GIRO Termination Form” and submit it at Student Service Centre, Level 1, Yusof Ishak House.
- Once processed, the Office of Finance (OFN) will terminate the GIRO Bank Account accordingly and inform you via email when the termination is effective. If you have indicated a specific effective date for the termination in the form, OFN will update accordingly and the system will terminate the bank account on the effective date.
- After the old account has been terminated, repeat the steps to “Add a new GIRO Bank Account” with new account details.
2c) Receiving Bank Account (Credit Bank Account) - To credit amounts payable to you

Click here if you are using the same bank account as the “GIRO Bank Account (Debit Bank Account)”

- Click “Submit”, followed by “OK”

To change details of the Receiving Bank Account (Credit Bank Account) that has been approved

- Go to “Bank Account Details” page (“Financials” > “Manage Bank Accounts”) 
- Click “Terminate Receiving Bank Account”

- Click “Submit”, followed by “OK” 
- After the old account has been terminated, repeat the steps to “Add a new Receiving Bank Account” with new account details.
3) View Account Summary

- Click “Account Summary” after clicking on (“Financials” > “Manage Student Financials” > “Account Inquiry”)
Click on “Payment History” where required

4) Click “View Financial Aid” (for financial aid disbursed)

5) View Student Refunds – Click on the “>” icon to view the breakdown of the refund