

EDUSAVE STANDING ORDER - STUDENT FINANCE SYSTEM STEP BY STEP GUIDE TO SIGN UP



Ministry of Education
SINGAPORE

Student Finance System (SFS)



<https://studentfinance.moe.gov.sg>

Student Finance System (SFS) provides parents/guardians with the ease and convenience of accessing the latest student finance related information and real-time transactions online.

To access SFS, login at <https://studentfinance.moe.gov.sg> using your Singpass.

How to use your child's/ward's Edusave funds

Parents/Guardians of students in Government and Government-Aided Schools can set up a Standing Order (SO) to authorise your child's/ward's school to deduct funds from his/her Edusave account.

This is a one-time setup and will remain in force unless you terminate the SO. You can indicate a future date for the SO to expire if you would like it to be terminated automatically. Alternatively, you can login to SFS to terminate the SO with immediate effect.

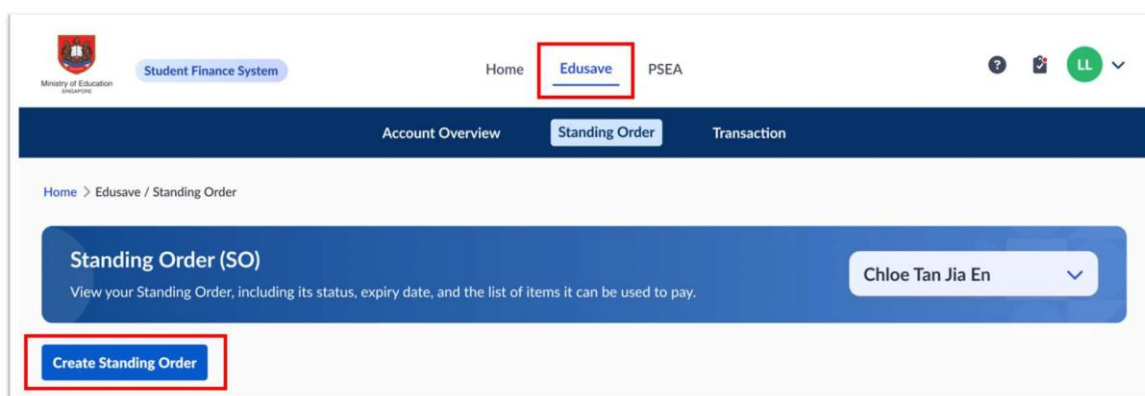
You can specify what you would like to pay for using Edusave by indicating the SO Usage:

- Approved Fees
 - *This refers to Miscellaneous Fees and Autonomous Fees, where applicable.*
- Enrichment Programme Fees
 - *This is applicable to both local and overseas programmes.*
- Learning Device under PDLF
 - *This option is not applicable to students in primary schools.*

Each Standing Order is specific to the school. Should your child/ward change to another school in future, you will need to set up a Standing Order for the new school.

How to set up a Standing Order for Edusave

After you login to SFS, navigate to **Edusave > Standing Order** and click **Create Standing Order**.



After reading the **Instruction** section, please click **Next** to proceed to the next step.

The screenshot shows the 'Create Standing Order' page with the 'Instruction' step highlighted. The page has a dark blue header with 'Account Overview', 'Standing Order', and 'Transaction' tabs. Below the header is a breadcrumb trail: 'Home > Edusave / Standing Order > Create Standing Order'. The main title 'Create Standing Order' is in a blue box, with 'Chloe Tan Jia En' and 'Selected' next to it. A progress bar shows three steps: 1. Instruction (active), 2. Create SO, and 3. Preview. A blue box with a clock icon says 'Please note this form may take 5 minutes to complete.' Below this, two paragraphs of text explain the form's purpose. At the bottom right are 'Cancel' and 'Next →' buttons.

Account Overview Standing Order Transaction

Home > Edusave / Standing Order > Create Standing Order

Create Standing Order Chloe Tan Jia En Selected

1 Instruction 2 Create SO 3 Preview

Please note this form may take 5 minutes to complete.

This form is to be used by parent/guardian of a Singapore citizen student who wishes to use the Edusave Account of his/her child/ward to pay for approved fees by MOE and/or enrichment programmes charges incurred by the child/ward in a Government or Government-aided school and billed by the school.

This application form is meant for children studying in Government or Government-Aided Primary School, Secondary School, Junior College or Centralised Institute.

Cancel Next →

Please fill in the details required under the **Create SO** step. Once completed, click **Next**.

The SO is defaulted to the school that your child/ward is currently studying at, so there is no need for you to select the school. Tick the SO Usage. Setting the Expiry Date is optional.

The screenshot shows the 'Create Standing Order' page with the 'Create SO' step highlighted. The page has the same dark blue header and breadcrumb trail as the previous screenshot. The main title 'Create Standing Order' is in a blue box, with 'Chloe Tan Jia En' and 'Selected' next to it. The progress bar shows three steps: 1. Instruction, 2. Create SO (active), and 3. Preview. Below the progress bar is a section titled 'Standing Order Details' with a collapse icon. It contains a 'School' dropdown menu with 'Paya Lebar Methodist Girls' School (Secondary)' selected. Below this are three checkboxes for 'SO Usage': 'Approved Fees' (unchecked), 'Enrichment Programme Fees' (checked), and 'Learning Device under PDLP' (unchecked). There is also a 'Set Expiry Date (Optional)' field with a date picker icon. At the bottom right are 'Cancel', '← Back', and 'Next →' buttons.

Account Overview Standing Order Transaction

Home > Edusave / Standing Order > Create Standing Order

Create Standing Order Chloe Tan Jia En Selected

1 Instruction 2 Create SO 3 Preview

Standing Order Details

School *
Paya Lebar Methodist Girls' School (Secondary)

SO Usage *

☐ Approved Fees ☒ Enrichment Programme Fees ☐ Learning Device under PDLP

Set Expiry Date (Optional)
DD/MM/YYYY

Cancel ← Back Next →

Please verify that the **Standing Order Details** are correct in the **Preview** step. If changes are needed, click **Back** to edit in the **Create SO** step.

Check the box to complete the **Authorisation and Acknowledgement** section, then click **Proceed** to complete the application.

Account Overview Standing Order Transaction

Home > Edusave / Standing Order > Create Standing Order

Create Standing Order Chloe Tan Jia En Selected

1 Instruction 2 Create SO 3 Preview

Standing Order Details

School Paya Lebar Methodist Girls' School (Secondary)

SO Usage Enrichment Programme Fees

Expiry Date 10 Oct 2027

Authorisation and Acknowledgement

1. This standing order will remain in force until terminated by your written notice sent to the school.

2. If your child/ward is admitted to an autonomous school, this standing order will also cover autonomous school fee.

3. If your child/ward is also using the Edusave account to pay for his/her approved fees, the total amount required for the whole year will be reserved and the balance can then be used to pay for his/her enrichment programme charges billed by a Government or Government-aided school.

Declaration

It is understood that by clicking the "Submit" button below, I hereby give a standing instruction to authorise the school to withdraw from my child's/ward's Edusave account to pay for the fees/charges indicated above.

If the balance in the child's/ward's Edusave account is insufficient for the deduction, I agree to pay the shortfall in cash or from my GIRO account.

☒ I agree

Cancel Back Submit

Once you've completed your Standing Order application:

- The Standing Order is effective immediately upon creation. Thereafter, Edusave funds will be deducted from the next bill onwards.
- The school can proceed to deduct funds from your child's/ward's Edusave each time a payment is required after obtaining your consent for your child's/ward's participation in the programme.
- Log in to SFS to view the withdrawal details by navigating to **Edusave > Transaction**.

Student Finance System Home Edusave

Account Overview Standing Order Transaction

Home > Edusave / Transaction

Transaction Chloe Tan Jia En

View your/your children's transaction here.

Total Edusave Balance This is the amount currently in your/your children's Edusave account before any pending deduction(s). \$2,814.36

Pending Deduction This is the amount reserved for transaction(s) you have authorised but pending deduction(s). \$0.00

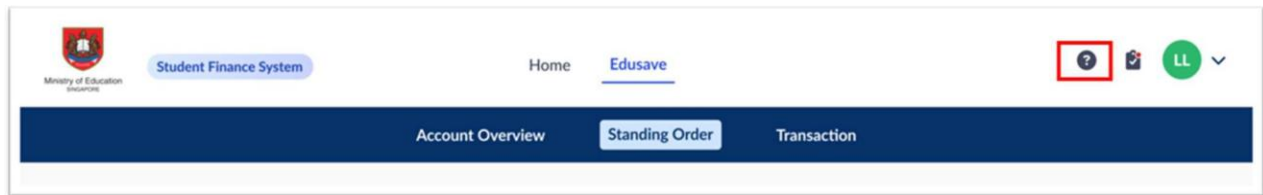
Available Edusave Balance This is the amount you can use right now. It equals to total Edusave balance minus the amount pending deduction(s). \$2,814.36

Transaction Annual Statement

Generate Report Dec 2025 - Jun 2026

Transaction Date	Transaction Description	Amount
07 Aug 2026	Learning Journey to Singapore Art Museum	-\$3.00

Learn more ...



Log in to SFS and click the  icon on the top right corner on the home page to access the [SFS Online User Guide](#) to learn more about:

- Where can I view the Standing Order details?
- How do I edit the Standing Order after it has been set up?
- How do I terminate the Standing Order?
- Where can I view the details of my child's/ward's Edusave account balance?
- Where can I view the list of withdrawals made from my child's/ward's Edusave account?