

1. How to extend my GIRO to all fees or restrict my GIRO to miscellaneous fees?

1st case: NEW APPLICATION

If you are starting a new GIRO application, be reminded that by default, GIRO applies to miscellaneous fees.

Kindly click on the button below “All fees” if you want to add the other fees:

Fees covered by Direct Debit :

By default, GIRO applies to miscellaneous fees including ECA, holiday camps, school trips, ...
For your convenience, you have the option to extend your GIRO to **all the bills issued on family name**.

Important :

- Fees covered by employers are directly invoiced to companies and DO NOT TRIGGER ANY GIRO DEDUCTION on family account
- No canteen fees collection for students under lunchbox

Click [HERE](#) to know more about the GIRO procedure

Miscellaneous fees All fees

[UPDATE MY GIRO FEE SET UP](#)

NOT CONFIGURED

2nd case: EXISTING GIRO

If your GIRO has already been set up, please click on the link [UPDATE MY GIRO FEE SET UP](#)

1) On the screen below, please choose between the 2 options:

GIRO - Coverage update

Requirements: GIRO already approved by your bank → VALIDATED status

Change request:

Extend my GIRO to all fees
Restrict my GIRO to miscellaneous fees only

2) Then Click on

3) Click on “I confirm” and then “OK”

Confirmation

Je confirme le choix effectué précédemment / I confirm my decision.

Je confirme / I confirm

- 4) At this stage your demand has been sent to the Finance team, who will approve your request and send you an email confirming the change of your GIRO coverage.

Information

Votre formulaire a été envoyé à notre équipe Finance / Your form has been sent to our Finance Team.

OK