



# MINISTRY OF EDUCATION

## ADHOC APPLICATION FOR USE OF POST SECONDARY EDUCATION ACCOUNT

**Please note: You may need 5 minutes to fill in this form. MOE will not be able to process your application if you provide wrong (especially NRIC / BC No) or incomplete information. Please see instructions on the next page.**

### Part 1 : To be completed by student (please write within the boxes)

Name :

Contact No : \_\_\_\_\_ NRIC/BC No :

Institution Name : \_\_\_\_\_ Usage category\*: 







 -

Course/Fee Description : \_\_\_\_\_ Course/Fee Amount : S\$ \_\_\_\_\_

### Part 2 : To be completed by student only if using the PSEA of sibling(s). Sibling refers to natural/adopted/step sibling. Please leave Part 2 blank if student is using his/her own PSEA only.

Deduction Priority	Name Of Sibling	NRIC / BC No of Sibling	Maximum Amount To Use (% of Fees) (Place a ✓ at the appropriate box)			
			25%	50%	75%	100%
First	<table border="1" style="width: 150px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>
Next	<table border="1" style="width: 150px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>
Last	<table border="1" style="width: 150px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table> <table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>	<table border="1" style="width: 20px; height: 20px;"></table>

**Note : If there are errors or omissions in the information on sibling(s), deduction will be effected from the student's account only if he/she has a PSEA.**

### Part 3 : To be completed by student / parent / legal guardian /siblings aged 21 and above

By Student / Parent/Legal Guardian	By Siblings Aged 21 And Above Named In Part 2
<p>Under Section 16(D) of the Education Endowment and Savings Schemes Act, I hereby authorise the PSE Scheme Administrator to make deductions from my / my child's (children's) PSEA to pay fees or charges incurred by myself / my child at any approved institution.</p> <p>I declare that, to the best of my knowledge, all the information in this form is true and accurate. In connection with this application, I undertake to furnish to the PSE Scheme Administrator any documents which the PSE Scheme Administrator may require for verification purposes, and also authorise the PSE Scheme Administrator to obtain from the relevant authorities / persons any information or documents which may be required for such purposes.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature of Student (Aged 21 and above) / Signature of Parent / Legal Guardian (If student or siblings is/are below 21 years old)</p> </div> <div style="width: 30%;"> <p>_____ Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Name of Parent / Legal Guardian</p> </div> <div style="width: 30%;"> <p>_____ Parent's / Legal Guardian's NRIC</p> </div> </div>	<p>Under Section 16(D) of the Education Endowment and Savings Schemes Act, I/we hereby authorise the PSE Scheme Administrator to make deductions from my / our PSEA to pay fees or charges incurred by my / our sibling named in Part 1 at any approved institution.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Sibling's NRIC</p> </div> <div style="width: 45%;"> <p>_____ Signature &amp; Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Sibling's NRIC</p> </div> <div style="width: 45%;"> <p>_____ Signature &amp; Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Sibling's NRIC</p> </div> <div style="width: 45%;"> <p>_____ Signature &amp; Date</p> </div> </div>

### Part 4 : To be completed by MOE

Batch No	Entered by	Date

*\* refer to instructions on the next page*

## INSTRUCTIONS ON COMPLETION OF FORM

### Part 1

This part must be completed whether the student uses his own or his siblings' PSEA, or both his own and siblings' PSEA.

- a) Name : Enter the student's name as in NRIC/FIN card  
 b) Institution Name : Enter the full name of the institution e.g. Singapore Polytechnic  
 c) Usage Category

For Tuition Fees	For Enrichment Programme	For WDA Enrichment Courses only
TTF-COURSE Tuition Fee Course	EPC-PDEV EPC Personal Development	WDA-SKLUPG WDA Course Fee Skill Upgrading
TTF-MISC Tuition Fee Mandatory Miscellaneous	EPC-LTRIP EPC Local Trips	WDA-PDEV WDA Course Fee Personal Development
TTF-OTHERS Tuition Fee Others	EPC-OTRIP EPC Overseas Trips	WDA-OTHERS WDA Course Fee Others
	EPC-SPORTS EPC Sports	
	EPC-OTHERS EPC Others	

EPC is Enrichment Programme Charges

### Part 2

This part is to be completed only if the student is requesting to use his siblings' PSEA. If the student is using his own PSEA only, this part need not be completed.

- a) Name of sibling : To enter sibling's name as in NRIC/BC/Citizenship Certificate

A student may request to deduct funds from up to 3 siblings' PSEA. However, if the student has a PSEA, deduction will first be made from his own account. Any shortfall will then be deducted from the sibling's account labelled "First" under the column heading "Deduction Priority". If there is still shortfall, deduction will be made from the sibling's account labelled "Next", followed by the account labelled "Last". Please see the examples below

	Student	Sibling	Sibling	Sibling
PSEA Balance	\$200	\$200	\$400	\$400
Deduction Priority		First	Next	Last
Maximum Amount To Use		100%	25%	50%
Example	Course Fees	Amount Deducted		
A	\$350	\$200	\$ 150	
B	\$500	\$200	\$200	\$ 100
C	\$1,000	\$ 200	\$200	\$250 ( 25% of \$1000)

### Part 3

This part authorises the use of the PSEA in Part 2.

- a) **"By Student/Parent/Legal Guardian"**

This section must be signed by either

- the student, if he is 21 years old or above, or
- a parent/guardian if the student or any sibling whose account is to be used is below 21 years old

- b) **"By Siblings Aged 21 And Above Named In Part 2"**

This section must be signed by siblings who authorise the use of their PSEA if they are 21 years old or above