



CPF/PSEA Application Schedule for AY2017/18 Semester 2

Finance Staff <finance@lasalle.edu.sg>
To: All Students <allstudents@lasalle.edu.sg>

Wed, Oct 11, 2017 at 11:52 AM

Dear Student,

1. If your Tuition Fees* are **MOE Subsidised**, you may use **CPF** to pay the fees (*before GST*).
2. **Singaporeans** may also use **PSEA** to pay Diploma or BA Tuition Fees* (*does not need to be MOE Subsidised*).

**(Miscellaneous fees, such as Medical Insurance, Fee Protection Scheme, Course Transfer Fee and Materials fee are not covered by CPF or PSEA.)*

If you wish to apply, please refer to the instructions below.

1. CPF Education Scheme**

*(If you have used CPF before for this same Diploma or BA course, ignore **steps 2 & 3**)*

1. Check Available Withdrawal Limit for Education by logging on to "My Statement" via [my cpf Online Services](#) with your SingPass
(There will be a late fee penalty of \$100, if you do not have sufficient CPF funds at the time of deduction)
2. **[International Students only]**
Submit the hard-copy [Application Form](#) to LASALLE Finance Department by **05 Jan 2018**
3. **[Singaporeans and Permanent Residents only]**
Do the CPF [Online Application](#) between **06 Nov 2017 to 05 Jan 2018**
(We do not accept hard-copy applications)
4. Submit the [LASALLE Internal Control Form](#) to LASALLE Finance Department by **05 Jan 2018**
*(You need to submit this form **every** semester, if you wish to use CPF)*

2. Post-Secondary Education Account (PSEA)

1. Call MOE at 6260 0777 to confirm your available PSEA balance
(There will be a late fee penalty of \$100, if you do not have sufficient PSEA funds at the time of deduction)
2. Submit these 3 documents to LASALLE Finance Department by **05 Jan 2018**
*(These documents need to be submitted **every** semester, if you wish to use PSEA)*
 1. [LASALLE Internal Control Form](#)
 2. [Adhoc Application for Use of Post-Secondary Education Account \(PSEA\) form](#)
*(This is a new PSEA form. If you previously put TTF-COURSE in Usage Category, please put **TTF-FULLQ** now.)*
 3. Both you, and your sibling's birth certificate, if you are using your sibling's PSEA account
(digital photo or photocopy will suffice)

**Additional notes on CPF:

- LASALLE Diploma graduates who are progressing to Bachelor course program and wish to use CPF to pay for Bachelor

tuition fees will need to apply for CPF online again as a new applicant, provided that the Bachelor course fee is MOE Subsidised.

It is required even though you paid Diploma course fee by CPF before. Please inform CPF B immediately if your online application fails before the closing application date of **05 Jan 2018**.

- Students / parents who wish to add one more member's CPF account due to insufficient fund must apply online before the application closing date of **05 Jan 2018**.
- Students who wish to utilize their siblings' CPF for course fee payment must seek approval from CPF B prior to making online application.
- Students who wish to utilize their other relatives' CPF (*such as uncle, cousin, nephew etc.*) can only claim 50% of course fee payment.
- CPF claimants can only apply for CPF from maximum of up to 2 CPF member accounts.
- Students who wish to change or add CPF member account must do it through online application before **05 Jan 2018**.
- For more details on CPF payment scheme, please visit : <http://www.cpf.gov.sg>

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Mondays to Fridays, 9.00am to 3.00pm
(*Enquiries until 5.30pm*)