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. Any amendments must be countersigned. 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			☐	☐	☐	☐
Next			☐	☐	☐	☐
Last			☐	☐	☐	☐

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
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.	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.
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.	_____ _____ Sibling's NRIC Signature & Date
_____ _____ Signature of Student (Aged 21 and above) / Signature of Parent / Legal Guardian (If student or siblings is/are below 21 years old) Date	_____ _____ Sibling's NRIC Signature & Date
_____ _____ Name of Parent / Legal Guardian Parent's / Legal Guardian's NRIC	_____ _____ Sibling's NRIC Signature & Date

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 Fee	For Enrichment Programme	For SkillsFuture Singapore (SSG) Approved Course	For Public Agencies and Private Training Providers (GFP) Approved Course
TTF-FULLQ Tuition Fee-Full Qualification	EPC*-PDEV EPC-Personal Development	SSG-SKLUPG SSG Course Fee-Skill Upgrading	GFP-FULLQ GFP Course Fee-Full Qualification
TTF-MODC Tuition Fee-Modular Course	EPC*-LTRIP EPC-Local Trips	SSG-PDEV SSG Course Fee-Personal Development	GFP-MODC GFP Course Fee-Modular Course
TTF-SHORTC Tuition Fee-Short Course	EPC*-OTRIP EPC-Overseas Trips	SSG-OTHERS SSG Course Fee-Others	GFP-SHORTC GFP Course Fee--Short Courses
TTF-OTHERS Tuition Fee-Others	EPC*-SPORTS EPC-Sports		GFP-OTHERS GFP Course Fee-Others
	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)	$350

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
          i.   the student, if he is 21 years old or above, or
          ii.   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