

22 May 2020

Dear Student,

1. If your Tuition Fees* are **MOE-subsidised**, you may use **CPF** to pay your fees.

(MA programme fees cannot be paid using CPF)

2. **Singaporeans** may also use **PSEA** to pay Diploma or Bachelor (BA) Programme Fees*

(need not be MOE-subsidised).

**(Goods & Services Tax (GST) and Miscellaneous fees, such as Medical Insurance, Fee Protection Scheme, Course Transfer Fee and Materials fee cannot be paid using CPF or PSEA.)*

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

Instruction	Timeline/Closing Date
<u>CPF Education Scheme</u> <i>(If you have used CPF before for this same Diploma or BA course, ignore steps b & c)</i>	
a) Check Available Withdrawal Limit for Education by logging on to “My Statement” via my cpf Online Services with your SingPass <i>(There will be a late fee penalty of \$100, if you do not have sufficient CPF funds at the time of deduction)</i>	
b) <i>[International Students only]</i> Submit the hard-copy Application Form to LASALLE Finance Department	11 Sep 2020
c) <i>[Singaporeans and Permanent Residents only]</i> Do the CPF Online Application at CPF website	6 July 2020 - 11 Sep 2020
d) Submit the LASALLE CPF Internal Control Form to LASALLE Finance Department. By submitting this form, CPF will be used to pay for your programme fees for the whole duration of the course.	11 Sep 2020
Additional Notes	
LASALLE Diploma graduates who are progressing to BA course program and wish to use CPF to pay for BA programme fees will need to make a CPF online application. For unsuccessful application, please inform CPF Board immediately before the closing date.	11 Sep 2020
Students / parents who wish to add an additional member's CPF account due to insufficient fund must apply online before the application closing date.	11 Sep 2020
Students who wish to utilize their other relatives' CPF (<i>such as uncle, cousin, nephew etc.</i>) can only claim 50% of programme fee payment.	
CPF claimants can only apply for CPF from maximum of up to 2 CPF member accounts.	

<p>Students who wish to change or add CPF member account must do it through online application before the closing date.</p>	<p>11 Sep 2020</p>
<p>For more details on CPF payment scheme, please visit http://www.cpf.gov.sg</p>	
<p><u>Post-Secondary Education Account (PSEA)</u></p>	
<p>Call MOE at 6260 0777 to confirm your available PSEA balance <i>(There will be a late fee penalty of \$100, if you do not have sufficient PSEA funds at the time of deduction)</i></p>	
<p>Submit the Adhoc Application for Use of Post-Secondary Education Account (PSEA) form to LASALLE Finance Department <i>(This document has to be submitted every semester if you wish to use PSEA)</i></p> <p>Please show our Finance colleague your and your sibling's birth certificates (digital photo or photocopy) if you are using your sibling's PSEA account.</p>	<p>11 Sep 2020</p>