



MINISTRY OF EDUCATION
STANDING ORDER 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 : _____

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	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Next	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note : If there are errors or omissions in the information on sibling(s), the SO will be established for the student 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> <p>_____ Signature of Student (Aged 21 and above) / Signature of Parent / Legal Guardian (If student or siblings is/are below 21 years old)</p> <p style="text-align: right; margin-right: 100px;">_____ Date</p> <p>_____ Name of Parent / Legal Guardian</p> <p style="text-align: right; margin-right: 100px;">_____ Parent's / Legal Guardian's NRIC</p>	<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> <p style="margin-left: 100px;">_____ Sibling's NRIC</p> <p style="text-align: right; margin-right: 100px;">_____ Signature & Date</p> <p style="margin-left: 100px;">_____ Sibling's NRIC</p> <p style="text-align: right; margin-right: 100px;">_____ Signature & Date</p> <p style="margin-left: 100px;">_____ Sibling's NRIC</p> <p style="text-align: right; margin-right: 100px;">_____ Signature & Date</p>

Part 4 : To be completed by MOE

Batch No	Entered by	Date

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

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 Cert

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 sibling(s) who authorise the use of his/their PSEA if he/they are 21 years old or above