



## 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 read instructions carefully.

| Part 1 (Compulsory) | To be completed by student – please write clearly |
|---------------------|---|
|---------------------|---|

|                         |  |                                      |  |  |  |  |  |  |  |  |  |  |   |     |   |   |  |  |  |  |  |  |  |  |  |  |   |  |
|-------------------------|--|--------------------------------------|--|--|--|--|--|--|--|--|--|--|---|-----|---|---|--|--|--|--|--|--|--|--|--|--|---|--|
| Name as in NRIC/BC:     | <table border="1" style="width: 100%; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> |                                      |  |  |  |  |  |  |  |  |  |  |   |     |   |   |  |  |  |  |  |  |  |  |  |  |   |  |
|                         |  |                                      |  |  |  |  |  |  |  |  |  |  |   |     |   |   |  |  |  |  |  |  |  |  |  |  |   |  |
| Contact No:             | <input style="width: 90%;" type="text"/>   | NRIC/BC No.:                         | <table border="1" style="width: 100%;"> <tr> <td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td> </tr> </table> |  |  |  |  |  |  |  |  |  |   |     | - |   |  |  |  |  |  |  |  |  |  |  | - |  |
|                         | -  |                                      |  |  |  |  |  |  |  |  |  |  | - |     |   |   |  |  |  |  |  |  |  |  |  |  |   |  |
| Institution Name:       | <input style="width: 90%;" type="text"/>   | Usage Category: (refer to next page) | <table border="1" style="width: 100%;"> <tr> <td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>           |  |  |  |  |  |  |  |  |  |   |     |   | - |  |  |  |  |  |  |  |  |  |  |   |  |
|                         |  | -                                    |  |  |  |  |  |  |  |  |  |  |   |     |   |   |  |  |  |  |  |  |  |  |  |  |   |  |
| Course/Fee Description: | <input style="width: 90%;" type="text"/>   | Course/Fee Amount:                   | <table border="1" style="width: 100%;"> <tr> <td>S\$</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>         |  |  |  |  |  |  |  |  |  |   | S\$ |   |   |  |  |  |  |  |  |  |  |  |  |   |  |
| S\$                     |  |                                      |  |  |  |  |  |  |  |  |  |  |   |     |   |   |  |  |  |  |  |  |  |  |  |  |   |  |

| Part 2 (Optional) | Please leave this section blank if student is using his/her own PSEA only.<br><i>To use the PSEA of sibling(s), please complete below. Sibling refers to natural / adopted / step-sibling.</i> |
|-------------------|--|
|-------------------|--|

| Deduction Priority   | First  | Next                                     | Last                                     |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
|--|--|--|--|-----|------|--------------------------|--------------------------|--------------------------|--------------------------|--|-----|-----|-----|------|--|--------------------------|--------------------------|--------------------------|--|-----|-----|-----|------|--------------------------|--------------------------|--------------------------|--------------------------|--|--|--|---|--|--|--|--|--|--|--|--|--|---|--|
| Name Of Sibling  | <input style="width: 90%;" type="text"/>   | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| NRIC / BC No of Sibling  | <table border="1" style="width: 100%;"> <tr> <td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td> </tr> </table>   |  | -  |     |      |                          |                          |                          |                          |  |     |     | -   |      | <table border="1" style="width: 100%;"> <tr> <td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td> </tr> </table> |                          | -                        |                          |  |     |     |     |      |                          |                          |                          | -                        |  | <table border="1" style="width: 100%;"> <tr> <td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td> </tr> </table> |  | - |  |  |  |  |  |  |  |  |  | - |  |
|  | -  |  |  |     |      |                          |                          |                          |                          |  | -   |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
|  | -  |  |  |     |      |                          |                          |                          |                          |  | -   |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
|  | -  |  |  |     |      |                          |                          |                          |                          |  | -   |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| Maximum Amount To Use (% of Fees)<br><i>(Place a ✓ at the appropriate box)</i> | <table style="width: 100%;"> <tr> <td>25%</td><td>50%</td><td>75%</td><td>100%</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | 25%                                      | 50%                                      | 75% | 100% | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <table style="width: 100%;"> <tr> <td>25%</td><td>50%</td><td>75%</td><td>100%</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | 25% | 50% | 75% | 100% | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <table style="width: 100%;"> <tr> <td>25%</td><td>50%</td><td>75%</td><td>100%</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | 25% | 50% | 75% | 100% | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| 25%  | 50%  | 75%                                      | 100%                                     |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                 | <input type="checkbox"/>                 |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| 25%  | 50%  | 75%                                      | 100%                                     |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                 | <input type="checkbox"/>                 |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| 25%  | 50%  | 75%                                      | 100%                                     |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                 | <input type="checkbox"/>                 |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
| For Siblings Aged 21 and Above   | <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>   |  |  |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |
|  | _____<br>Signature   | _____<br>Signature                       | _____<br>Signature                       |     |      |                          |                          |                          |                          |  |     |     |     |      |  |                          |                          |                          |  |     |     |     |      |                          |                          |                          |                          |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |

Note: If there are errors or omissions in the information on sibling(s), only the student's PSEA will be used for the deduction of fees.

| Part 3 (Compulsory) | To be completed by Parent / Legal Guardian or by Student Aged 21 and above<br><i>The below MUST be signed by Parent/ Legal Guardian if above student or sibling/s whose PSEA used (in Part 2) is/are below the age of 21 years</i> |
|---------------------|--|
|---------------------|--|

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.

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.

|  |  |  |  |               |
|--|--|--|--|---------------|
| _____<br>Name of Parent / Legal Guardian | _____<br>NRIC of Parent / Legal Guardian | _____<br><b>Signature of Parent / Legal Guardian</b><br><small>(If student/sibling(s) is/are below 21 years old)</small> | _____<br><b>Signature of Student</b><br><small>(Aged 21 and above)</small> | _____<br>Date |
|--|--|--|--|---------------|

**To be completed by MOE**

| Batch No | Entered by | Date |
|----------|------------|------|
|          |            |      |

## INSTRUCTIONS ON COMPLETION OF FORM

Any cancellations on the form will require a countersign. Do not use correction fluid or correction tape on the form.

### Part 1

This part must be completed by the student.

Note: If the student has a PSEA, deduction of fees will always be made from his/her PSEA first.

List of Usage Category:

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

### Part 2

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

- Sibling who is/are 21 years old and above need to authorise the usage of his/her PSEA by signing in this part of the form. If any one of the siblings is below 21 years old, parent's authorisation is required by signing Part 3 of this form.
- 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:

Scenario 1: When the student has PSEA balance of \$200

|                       | 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<br>(25% of \$1000) |

Scenario 2: When the student does not have PSEA or his/her PSEA balance is \$0

|                       | Student     | Sibling         | Sibling | Sibling                 |
|-----------------------|-------------|-----------------|---------|-------------------------|
| PSEA Balance          | -           | \$200           | \$400   | \$400                   |
| Deduction Priority    |             | First           | Next    | Last                    |
| Maximum Amount To Use |             | 100%            | 25%     | 50%                     |
| Example               | Course Fees | Amount Deducted |         |                         |
| D                     | \$250       | -               | \$200   | \$50                    |
| E                     | \$700       | -               | \$200   | \$175<br>(25% of \$700) |

### Part 3

This part authorises the use of the PSEA by the student and/or Parent/Legal Guardian.

#### a) "By Parent/Legal Guardian"

This section must be signed by a parent/guardian if the student or any sibling whose account is to be used is below 21 years old. A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

#### b) "By Student"

This section must be signed by the student, if he is 21 years old or above.