

How to fill in “Adhoc Application for use of Post Secondary Education Account” form?

1. Please click 1 of the following links depending on your type of course:

- For students attending **Diploma in Maritime & Offshore Management** course offered by MPA, click [here](#) for the form.
- For students attending **Part-time Diploma / Advanced Diploma / Specialist Diploma / Diploma Conversion course**, click [here](#) for the form.
- For others, click [here](#) for the form.

2. Please fill in Part 1 of the form as follows:

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\$

1. Fill in your name as in your NRIC

2. Fill in your contact no.

3. Fill in your NRIC no. e.g. S 1234567 A

Please do **NOT** fill in these field. We will fill in for you. If the category is already pre-filled for your type of course, please leave it as it is.

4. Fill in the course fee amount as stated in your Payment Email

3. Please sign at Part 3 of the form:

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

1. You sign here if you are aged 21 and above. If you are below aged 21, your parent needs to sign here.

2. Fill in today's date

4. If you are using your own PSEA only, you can skip part 2 of the form. However, if you are going to use your siblings' PSEA to pay for the course fees, please fill in part 2 as follows:

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 type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Next	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Fill in your sibling name as in his/her NRIC.

2. Fill in your sibling NRIC no. e.g. S 1234567 A

3. Place a ✓ at the appropriate box

and your sibling(s) needs/need to sign at part 3 of the form:

Part 3: To be completed by student / parent / legal guardian of siblings aged 21 and above

By Student / Parent/Legal Guardian		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(s) 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 Guardian	Parent's / Legal Guardian's NRIC	Sibling's NRIC	Signature & Date

1. You sign here if you are aged 21 and above. If you are below aged 21, your parent needs to sign here.

2. Fill in today's date

3. Fill in your sibling NRIC

4. Your sibling sign here and fill in date

5. Please submit the **original** completed form to PACE Academy, Singapore Polytechnic by post or hand in person at PACE Academy office (Mon-Fri: 8:30am to 8:00pm):

Singapore Polytechnic
PACE Academy
500 Dover Road
Blk T1A, Level 1
Singapore 139651