

## Post-Secondary Education Account (PSEA) Ad Hoc Withdrawal Form for BEBU

There are **two** possible ways to apply:

### 1) **ONLINE FORM:**

The form is to be completed by either:

- i. the account holder (the student), if he/she is 21 years old or above, or
- ii. a parent if the account holder (the student) is below 21 years old.

### 2) **FORM DOWNLOAD**

The form is to be completed if:

- i. you intend to use sibling's PSEA or
- ii. you are a Guardian.

Please submit the scanned copy of completed form in PDF format to [scale.acadsupport@nus.edu.sg](mailto:scale.acadsupport@nus.edu.sg)

### **Note:**

- Please ensure that you have sufficient funds in your PSEA before submitting the withdrawal form. If you are unsure of the amount of available funds in your PSEA, please contact MOE enquiry line at 6260 0777.
- All fields in the form must be completed. Incomplete forms will not be processed.
- The Usage Category for Certificate/Specialist Certificate Courses is: SSG-OTHERS

### **Disbursement:**

If you wish to know the status of your withdrawal request after submission of the form(s), you may check your online student bill in EduRec or call the MOE enquiry line at 6260 0777, 4 - 6 weeks after you have submitted the completed set of documents to SCALE.



# 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:

Contact No:       NRIC/BC No:  -       DoB:

Institution Name:  AY:  Semester:  Usage Category:  (refer to next page)

Course/Fee Description:       Course/Fee Amount: S\$       Student Number:

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

Deduction Priority	First	Next	Last
Name Of Sibling	<input type="text"/>	<input type="text"/>	<input type="text"/>
NRIC / BC No of Sibling	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>
Maximum Amount To Use (% of Fees) <i>(Place a √ at the appropriate box)</i>	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
For Siblings Aged 21 and Above	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.		
	_____ Signature	_____ Signature	_____ 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**  
*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*

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.

\_\_\_\_\_  
Name of Parent / Legal Guardian      \_\_\_\_\_  
NRIC of Parent / Legal Guardian      \_\_\_\_\_  
**Signature of Parent / Legal Guardian**  
(If student/sibling(s) is/are below 21 years old)      \_\_\_\_\_  
**Signature of Student**  
(Aged 21 and above)      \_\_\_\_\_  
Date

**To be completed by MOE**

Batch No	Entered by	Date

**\* refer to instructions on the next page**

## 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 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		

### 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 (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 (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.