Cover Page for Post-Secondary Education Account (PSEA) 
Standing Order (SO)

This form is to be completed and submitted together with the PSEA Standing Order (SO) to the Office of 
Financial Aid (OFA) at Office of Admissions, University Town, 2 College Avenue West, #01-03 (Stephen Riady 
Centre), Singapore 138607. (OFA’s Contact No.: 6516 2870)

The form is applicable for payment of tuition fees and mandatory miscellaneous fees / miscellaneous student 
fees for Semester 1 and Semester 2. This application is tenable for the whole course duration as long as there 
are sufficient funds in your PSEA.

1. Name: _______________________________________________________________

2. Student Number (e.g. A0112345A): ________________________________________

3. I am above 21 years old (Yes / No) 
(Note: If you are below 21 years old on the day of submission or if you are using your siblings’ 
PSEA and any of them are below 21 years old, your Parent/Legal Guardian is required to sign on 
the form.)

Standing Order (SO) is **NOT** applicable to students who wish to use their PSEA to pay for:

1. Tuition fees only for Semester 1 or 2 
2. Mandatory miscellaneous fees / miscellaneous student fees only for Semester 1 or 2 
3. Fees related to Enrichment Programme / SEP/ NOC 
4. College (accommodation and/or meal) fees from Prince George’s Park House Programme / 
   Ridge View Residential College Programme / University Scholars Programme / UTown College 
   Programme 
5. Special Term fees 
6. Tuition fees from Bachelor of Technology Programme (BTech) 
7. Mandatory miscellaneous fees / miscellaneous student fees if their tuition fees are already 
   covered under (or applying for) a scholarship, bursary, subsidy, grant or any other free aid 
   (E.g. NUS Scholarship, Mendaki Tuition Fee Subsidy, Government Scholarship etc.)

Students under any of the above-mentioned category should use the **Ad Hoc Withdrawal Form** 
instead.

You may download the **Ad Hoc Withdrawal Form** at:

**Important Note:** Please ensure that you have sufficient funds in your PSEA before submitting the 
Standing Order (SO). If you have submitted an SO previously (e.g. other institutions), you do not 
need to submit the SO again. 
All fields in the form must be completed. Incomplete forms will not be processed.

**Disbursement:** If you wish to know the status of your withdrawal request after submission of the 
form, you may check your online student bill in myISIS end September (Semester 1) or early 
February (Semester 2) or call the MOE enquiry line at 6260 0777.
MINISTRY OF EDUCATION
STANDING ORDER FOR USE OF POST SECONDARY EDUCATION ACCOUNT

Please note: You may need 5 minutes to fill in this form. Please complete the form in BLUE ink. 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.*

<table>
<thead>
<tr>
<th>Deduction Priority</th>
<th>Name Of Sibling</th>
<th>NRIC / BC No of Sibling</th>
<th>Maximum Amount To Use (% of Fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>First</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*(in BLUE ink)

By Student / Parent/Legal Guardian

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.

Signature of Student (Aged 21 and above) / Signature of Parent / Legal Guardian (If student or siblings is/are below 21 years old)

Name of Parent / Legal Guardian (If student or siblings is/are below 21 years old)

By Siblings Aged 21 And Above Named In Part 2

Under Section 16(D) of the Education Endowment and Savings Schemes Act, l/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.

Sibling’s NRIC (Aged 21 and above)

Signature & Date

Sibling’s NRIC (Aged 21 and above)

Signature & Date

Signature & Date

Part 4: To be completed by MOE

<table>
<thead>
<tr>
<th>Batch No</th>
<th>Entered by</th>
<th>Date</th>
</tr>
</thead>
</table>

*refer to instructions on the next page
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

<table>
<thead>
<tr>
<th>PSEA Balance</th>
<th>Student</th>
<th>Sibling</th>
<th>Sibling</th>
<th>Sibling</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Deduction Priority</td>
<td>First</td>
<td>Next</td>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>Maximum Amount To Use</td>
<td>100%</td>
<td>25%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Example</td>
<td>Course Fees</td>
<td>Amount Deducted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>$350</td>
<td>$200</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>$500</td>
<td>$200</td>
<td>$200</td>
<td>$100</td>
</tr>
<tr>
<td>C</td>
<td>$1,000</td>
<td>$200</td>
<td>$200</td>
<td>$250 (25% of $1000)</td>
</tr>
</tbody>
</table>

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