**Cover Page for Post-Secondary Education Account (PSEA)**

**Ad Hoc Withdrawal Form**

This form is to be completed and submitted together with the PSEA Ad Hoc Withdrawal Form 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) Please complete section (I) and (II).

<table>
<thead>
<tr>
<th>Section I: Purpose</th>
<th>Usage Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSEA for Tuition fees and/or Miscellaneous fees</td>
<td>TTF – FULLQ</td>
</tr>
<tr>
<td>PSEA for SEP/NOC/Overseas/Enrichment Programmes</td>
<td>EPC – OTRIP (Overseas trips)</td>
</tr>
<tr>
<td></td>
<td>EPC – LTRIP (Local trips)</td>
</tr>
<tr>
<td></td>
<td>EPC – PDEV (Personal Development)</td>
</tr>
</tbody>
</table>

**Section I: Purpose**

**PSEA for Tuition fees and/or Miscellaneous fees**
Applicable for full-time and part-time undergraduate courses

**PSEA for SEP/NOC/Overseas/Enrichment Programmes**

Please tick accordingly:

- Programme has been completed. The application form and supporting documents must be submitted to the OFA only after the completion of the programme, within two months from its end date.

The following must be submitted with this form:

- Estimated cost of programme (attach official document issued by NUS and/or partner university)
  
  For example: Information sheet found on the Global Relations Office website or estimated costs published on partner university website

- Offer Letter or Programme Information
  
  (submission without an offer letter/document detailing the programme will NOT be processed)

- Letter of offer/acceptance issued by NUS and/or partner university showing the start and end dates of your programme (e.g. for SEP and NOC, both letters should be submitted)

  OR

- Documents detailing information of the programme (e.g. programme details, objectives, organizers, etc.)

**PSEA for compulsory college-related (accommodation and/or meal) fees incurred for UTCP / USP / RVRC Programme / PGP House Programme (accommodation fees only)**

I wish to withdraw the PSEA funds for my compulsory college-related (accommodation and/or meal) fees and I am currently enrolled in: (please tick accordingly)

- University Town College Programme (UTCP)
- University Scholars Programme (USP)
- Ridge View Residential College (RVRC) Programme
- Prince George’s Park (PGP) House Programme

The following must be submitted with this form: (submission without the print out of fees charged will NOT be processed)

- I have checked into my college and have attached a print out of my compulsory college-related (accommodation and/or meal) fees charged in UHMS for the semester I am claiming for Log on to UHMS > Fees/Payment > (2) Details > Print and submit the print out

**PSEA for compulsory health screening and vaccination fees for Health Science students**

The following must be submitted with this form

- receipt of payment for health screening and/or vaccination
- document which indicate that the health screening and/or vaccination are compulsory for your course

**Section II: Declaration on awards/grants/bursaries/scholarships meant for same type of expenses**

- I am not holding / holding on to awards/grants/bursaries/scholarship meant for the payment of the same type of expenses I am claiming for.

  If you are holding on to awards/grants/bursaries/scholarship, please state:
  
  - Name of awards/grants/bursaries/scholarship: ________________________________
  
  - Coverage of awards/grants/bursaries/scholarship for this semester: $____________________

  The maximum amount of PSEA funds you can withdraw is the fees charged minus the coverage of your award/grants/bursaries/scholarship.

**Important 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. In addition, applications with required documents stated above will only be processed after receiving the complete set of documents.**

**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 (excluding PSEA for compulsory college-related fees) after you have submitted the completed set of documents to the OFA. Students who are withdrawing their PSEA for their compulsory college-related (accommodation and/or meal) fees can check with their respective colleges or the UHMS system.
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. Any amendments must be countersigned. 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 : ___________________________________________ Usage category*: ____________________________

Course/Fee Description : ___________________________________________ Course/Fee Amount : S$ __________________

Semester : __________________ AY : __________________

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% 50% 75% 100%</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), deduction will be effected from the student’s account only if he/she has a PSEA. Please check if siblings’ PSEA accounts are valid.

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

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)

Date

By Siblings Aged 21 And Above Named In Part 2

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.

Sibling’s NRIC (Aged 21 and above) Signature & Date

Sibling’s NRIC (Aged 21 and above)

Date

Sibling’s NRIC (Aged 21 and above)

Signature & Date

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

Parent’s / Legal Guardian’s NRIC

Signature & Date

Part 4 : To be completed by MOE

Batch No Entered by Date

* 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

c) Usage Category

- For Tuition Fee
- For Enrichment Programme
- For SkillsFuture Singapore (SSG) Approved Course
- For Public Agencies and Private Training Providers (GFP) Approved Course

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

*EPC is Enrichment Programme Charges

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 Certificate

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></th>
<th>Student</th>
<th>Sibling</th>
<th>Sibling</th>
<th>Sibling</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSEA Balance</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 Dducted</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</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 siblings who authorise the use of their PSEA if they are 21 years old or above