1) Click button to begin.

SAMPLE-PSEA STANDING ORDER

5 mins estimated time to complete

LOG IN WITH SINGPASS

Instructions

The Standing Order (SO) for use of Post-Secondary Education Account (PSEA) is a one-time application and the SO instructions will apply to all future withdrawals from PSEA until the SO is terminated or replaced, regardless of which approved institution you attend.

This online form is for PSEA holder who wishes to use his/her own PSEA for approved fees and charges conducted by the institution. The form is to be completed by either:
2a) Enter SingPass ID and Password.
2b) Click Login.
3a) Click one of the options button.

Instructions

The Standing Order (SO) for use of Post-Secondary Education Account (PSEA) is a one-time application and the SO instructions will apply to all future withdrawals from PSEA until the SO is terminated or replaced, regardless of which approved institution you attend.

This online form is for PSEA holder who wishes to use his/her own PSEA for approved fees and charges conducted by the institution. 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 / legal guardian if the account holder (the student) is below 21 years old.

* NOTE: If the student is using sibling’s PSEA, please fill in the hardcopy application form and submit to your institution. Click on the link to download the form: https://www.moe.gov.sg/docs/default-source/document/education/post-secondary/files/psea-standing-order-form.pdf

1. You are a:

- Student (aged below 21 years old as of today).
- Student (aged 21 years old and above as of today).
- Parent of child (the "student").
- Legal guardian of ward (the "student") who is below 21 years old.
Important
If you are below 21 years old, please request your parent or guardian to log in with his/her Singpass Account to submit the PSEA Standing Order application on your behalf.

Our online form will not stop you from submitting multiple times using different options (e.g. you are below 21 years old but selected “Parent of child (the “student”)” to complete the form. MOE conducts thorough checks and will reject applications that do not meet the eligibility criteria.
If you are the **ACCOUNT HOLDER/STUDENT** (age 21 years old and above as of today)

1. **You are a:**
   - Student (aged below 21 years old as of today).
   - Student (aged 21 years old and above as of today).
   - Parent of child (the "student").
   - Legal guardian of ward (the "student") who is below 21 years old.

2. **Student Details**
   - **Name**
     - [Name field]
   - **Date of birth**
     - [Date of birth field]

3. **Authorisation**
   - 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 PSEA to pay fees/sor 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 
If you are the PARENT of child/account holder/student

3b) Click “Parent of child (the “student”) who is below 21 years old” if you are the parent of the account holder/child who is below 21 years old.

4a) Name of Parent who logged in with Singpass will appear.

4b) Enter the name of the student (According to NRIC).

4c) Enter NRIC number of the student.

Parent / Legal Guardian Details

1. You are a:
   - Student (aged below 21 years old as of today).
   - Student (aged 21 years old and above as of today).
   - Parent of child (the "student").
   - Legal guardian of ward (the "student") who is below 21 years old.

2. Name

3. Name of Student (According to NRIC)

4. NRIC Number of Student

5. Authorisation
   Please check the box to authorise.
3b) If you are the legal guardian of the account holder/ward who is below 21 years old, click “Legal Guardian of ward (the "student") who is below 21 years old”

A court order is required to be submitted in order to complete the application.
If you are the **LEGAL GUARDIAN** of ward/account holder/student (Part 2)

1. **You are a:**
   - [ ] Student (aged below 21 years old as of today).
   - [ ] Student (aged 21 years old and above as of today).
   - [ ] Parent of child (the “student”).
   - **[ ] Legal guardian of ward (the “student”) who is below 21 years old.**

2. **Do you have a court order to prove that you are the legal guardian of the student?**
   - [ ] No
   - [ ] Yes

**Submit Court Order**

A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Before proceeding with the rest of the form, please submit the relevant document(s) or court order to prove that you are the legal guardian of the child or children.

3. **Attachment**

Max File Size: 7 MB

**Submit Supporting Document(s)**

- [ ] Attachment
  - Court Document.pdf
  - 225.38 KB

4) Please click “UPLOAD FILE” to attach a scanned copy of the court order or relevant document(s) to indicate that you are the legal guardian of the ward.

3b) If you are the legal guardian of the account holder/ward who is below 21 years old, click “Legal Guardian of ward (the “student”) who is below 21 years old”

3c) Click “YES” if you have a softcopy of the court order
5) Click on the box to authorise PSE Scheme Administrator to make deduction from your / your child’s / your ward’s PSEA to repay for the loan(s).

6a) Enter your contact number in case we need to contact you.

6b) Enter your email address if you wish to receive an acknowledgement email upon submitting the form.

6c) Click “Submit” once done.
Thank you for filling out the form.

7) Click “LOG OUT” to exit the form.

How would you rate your overall experience today?

Help us improve by sharing with us how we did