

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 (room 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.)
8. Compulsory health screening and/or vaccination fees for Health Science students

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:

[http://www.nus.edu.sg/oam/financial-aid/loans/post-secondary-education-account-\(psea\)-scheme](http://www.nus.edu.sg/oam/financial-aid/loans/post-secondary-education-account-(psea)-scheme).

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 EduRec end September (Semester 1) or early February (Semester 2) or call the MOE enquiry line at 6260 0777.



Part 1 (Compulsory)		To be completed by student – please write clearly																																																																
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Institution Name:	<input style="width: 100%;" type="text"/>										Student Number:	<input style="width: 100%;" type="text"/>																																																						

To use the PSEA of sibling(s), please complete below. Sibling refers to natural / adopted / step-sibling.

Note: If there are errors or omissions in the information on sibling(s), the SO will still be established but only the student's PSEA will be used for the deduction of fees.

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.

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
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*** 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.

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)	\$350

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)	\$325

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.