



Ministry of Education  
SINGAPORE

# Guide to completing the PSEA Ad Hoc Withdrawal FormSG

June 2020



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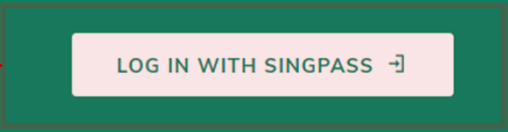
# Guide - MOE Ad Hoc Application for Use of Post- Secondary Education Account

🕒 10 mins estimated time to complete

LOG IN WITH SINGPASS →

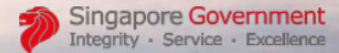
[Read Instructions](#) ⌵


1) Click button to begin.



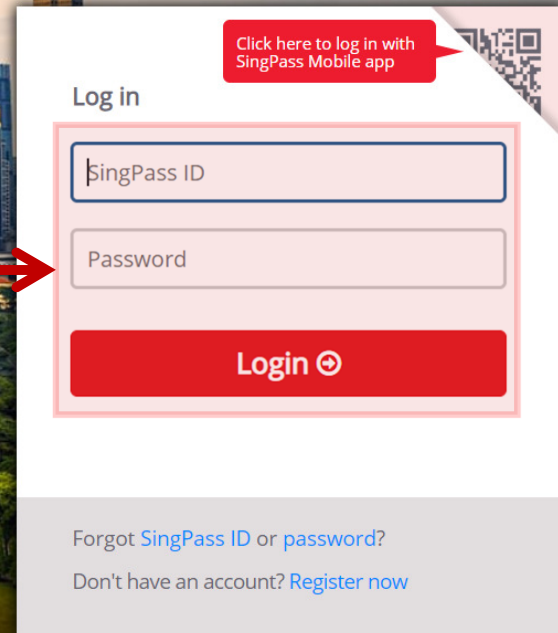
### Upcoming Scheduled Maintenance


The SingPass system will be undergoing scheduled maintenance to serve you better and will not be available on 4 Aug 2019, from 12am to 8am. Please plan your transactions in advance. Thank you for your understanding.



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2a) Enter SingPass ID and Password.  
2b) Click Login.



Click here to log in with SingPass Mobile app 

Log in

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## Instructions

This online form is for Post-Secondary Education Account (PSEA) holder who wishes to use his/ her own PSEA for approved fees or charges incurred at an approved 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 if the account holder (the student) is below 21 years old.

MOE will not be able to process the application if there is incorrect information provided.

### NOTE:

Do not use the online form if you are:

- i. Intending to use sibling's PSEA, or
- ii. a Guardian

If you are a guardian or intend to use sibling's PSEA, please fill in the hardcopy application form and submit to your/your child's institution. Click on the link to download the form: <https://www.moe.gov.sg/docs/default-source/document/education/post-secondary/files/psea-ad-hoc-withdrawal-form.pdf>

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### 1. I am:

- a PARENT submitting on behalf of my child who is below 21 years old.
- a STUDENT who is 21 years old and above.

SUBMIT

3a) Click one of the options button.



## If applicant is the account holder/student

3b) Click "Student (aged 21 years old and above)" if you are the account holder and is 21 years old and above.

4) Enter all the fields under Student Details.

(Note that the sub-title of the fields may differ from institution to institution.)

1. I am:

- a PARENT submitting on behalf of my child who is below 21 years old.
- a STUDENT who is 21 years old and above.

### Student Details

2. Name of Student (As in NRIC)

3. NRIC Number of Student

4. Date of birth

5. PI No.

(As issued by the institution)

6. Join Intake

Example: MM-YYYY (e.g. 07-2020)

7. PSEA Usage Category

(Please select one)

\*For Tuition Fee\*

TTF-FULLQ: Tuition Fee-Full Qualification

TTF-OTHERS: Tuition Fee-Others

**If applicant is the parent of child/account holder**

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.



4) Enter all the fields under Student Details.

(Note that the sub-title of the fields may differ from institution to institution.)



1. I am:

a PARENT submitting on behalf of my child who is below 21 years old.

a STUDENT who is 21 years old and above.

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**Parent Details**

---

2. Name

NAME OF PARENT

---

**Student Details**

---

3. Name of Student (As in NRIC)

STUDENT NAME

4. NRIC Number of Student

|

! Please fill in required field

5. PI No.

(As issued by the institution)

|

! Please fill in required field

6. Join Intake

Example: MM-YYYY (e.g. 07-2020)

07-2020

5a) Select one of the Usage Category: TTF-FULLQ

(Note that the list of Usage Categories differs from institution to institution)



5b) Please indicate the correct description of the course/fee and the amount.



**7. PSEA Usage Category**

(Please select one)

\*For Tuition Fee\*

TTF-FULLQ: Tuition Fee-Full Qualification

TTF-OTHERS: Tuition Fee-Others

TTF-FULLQ



**8. Course/Fee Description**

(Please indicate the Program Code)

BACC

**9. Course/Fee Amount**

Please enter in Singapore Dollars (S\$). Example, 1000.00

2000.00

**10. Authorisation**

Please check the box to authorise.

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 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 will 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.

6) 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).

## 12. Authorisation

Please check the box to authorise.



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 / ward's PSEA to repay for the loans as stated in this form. In connection with this application, I will 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. I declare that, to the best of my knowledge, all the information in this form is true and accurate.



7a) Enter your contact number in case we need to contact you.



7b) Enter your email address. An acknowledgment will be sent to this email address upon submitting the form.



7c) Submit this Form to:  
New Student -->"SUSS Student Admissions Dept".  
Current Student --> "SUSS Student Records Dept".



7d) Click "**Submit**" once done.



## Contact Details

11. Contact Number of Student or Parent

12. Email

An acknowledgement email will be sent to this email address.

me@example.com

13. Submit this Form to:

(Select the department that this application shall be submitted to)

SUSS Student Admissions Dept



SUBMIT

Singpass is currently facing intermittent connectivity. If you face issues, please try again later.



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Thank you for filling out the form.

[Submit another form](#)

8) Click "**LOG OUT**" to exit the form.



B - LOG OUT ↵

How would you rate your overall experience today?

Help us improve by sharing with us how we did



Any other feedback?

SUBMIT FEEDBACK