Ministry of Education
SINGAPORE

Guide to completing the PSEA Standing Order FormSG

1 Sep 2019

Ministry of Education
SINGAPORE

Guide - MOE Post-Secondary Education Account Standing Order
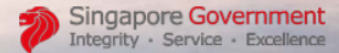
🕐 **5 mins** estimated time to complete

1) Click button to begin.
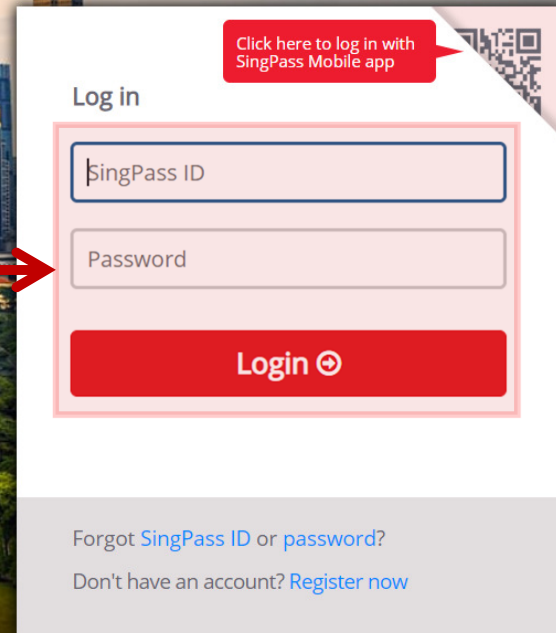
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Read Instructions ⌄

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2b) Click Login.

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Password

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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

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1. You are a:

   ◯   Student (aged 21 years old or above).

   ◯   Parent of child (the "student").

   ◯   Legal guardian of ward (the "student") who is below 21 years old.

3a) Click one of the options button.

SUBMIT

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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.

4a) Enter your name according to your NRIC.

4b) Enter NRIC number.

1. You are a:

○ Student (aged 21 years old or above).

○ Parent of child (the "student").

○ Legal guardian of ward (the "student") who is below 21 years old.

Student Details

2. Name of Student (As in NRIC)

3. NRIC Number of Student

S9912345A

If applicant is the <u>parent</u> 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.

4a) Enter your name according to your NRIC.

4b) Enter NRIC number.

1. You are a:

○ Student (aged 21 years old or above).

◉ Parent of child (the "student").

○ Legal guardian of ward (the "student") who is below 21 years old.

Parent / Legal Guardian Details

2. Name

NAME OF PARENT

Student Details

3. Name of Student (As in NRIC)

4. NRIC Number of Student

S9912345A

1. You are a:

○ Student (aged 21 years old or above).

○ Parent of child (the "student").

◉ Legal guardian of ward (the "student") who is below 21 years old.

3b) Click "Legal Guardian of ward (the "student") who is below 21 years old" if you are the legal guardian of the account holder/ward who is below 21 years old.
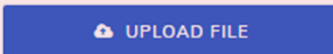
Submit Supporting Document(s)

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) to indicate that you are the legal guardian of the child or children.

2. Attachment

☁ UPLOAD FILE

Max File Size: 7 MB

Submit Supporting Document(s)

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) to indicate that you are the legal guardian of the child or children.

2. Attachment

📄 Court Document.pdf
225.36 KB   🗑

4a) 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.

Parent / Legal Guardian Deta...

3. Name

| NAME OF LEGAL GUARDIAN

Student Details

4. Name of Student (As in NRIC)

[   ]

4b) Enter your name according to your NRIC.

5. NRIC Number of Student

[S9912345A   ]

4c) Enter NRIC number.

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).

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.

Contact Details

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

13. **Your Contact Number**

87654321

6a) (Optional) Enter your email address if you wish to receive an acknowledgement email upon submitting the form. →

14. **Your Email** (optional)

An acknowledgement email will be sent to this email address.

xxx@example.com

6c) Click "**Submit**" once done. →

SUBMIT

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