

PSEA Applications – Frequently Asked Questions

Application Deadlines

CET modular Students
January Semester – by 30 th January
July Semester – by 30 th July

1. Who May Apply?

- a. Students who have a PSEA may apply. Students are required to call the PSEA hotline at tel: 6260 0777 to check the balance in their PSEA before applying.
- b. Students whose courses receive SkillsFuture funding are eligible to apply for PSEA utilisation to pay for course fees not covered by SkillsFuture funding and SkillsFuture Credit (SFC).

2. How to apply for PSEA?

- a. SUSS students who would like to use their PSEA funds:

Step 1: Call the PSEA hotline at 6260 0777 to check the balance in your PSEA

Step2: Click here to submit the Ad Hoc Withdrawal Form via [FormSG](#) using SingPass.

- b. SUSS students who would like to use their siblings' PSEA funds:

Step 1: Call the PSEA hotline at 6260 0777 to check the balance in your PSEA

Step 2: Download the [PSEA Ad Hoc Application Form](#).

Step 3: Complete the PSEA Ad Hoc Application Form. Please refer to the attached

Appendix 1 for details.

Step 4: Complete and sign on the original copy of the PSEA Ad Hoc Application Form and submit/mail it by the stipulated deadline to:

Centre for Continuing Professional and Education
Singapore University of Social Sciences
463 Clementi Road
Singapore 599494

Applicants may need to provide additional documents and information if required. Submission of PSEA Ad Hoc Application Form via fax or scanned copies will not be accepted. Late or incomplete application forms may result in non-acceptance.

More details on PSEA and FAQs are available at the following websites:

- <https://www.moe.gov.sg/financial-matters/psea>
- <https://va.ecitizen.gov.sg/cfp/customerPages/moe/explorefaq.aspx?Search=PSEA>

3. What does the PSEA cover?

The PSEA covers only course fees and does not cover administrative fees such as Challenge Examination (CEX) application fee and other application fees. The amount disbursed from PSEA is subject to MOE's approval on a case-by-case basis.

4. Will I still need to pay my course fees?

All PSEA applicants are required to pay their full course fees upfront. Applicants will be reimbursed via cheque if their applications are successful.

5. How will I know the outcome of my PSEA application?

Applicants will be notified via email on the status of their PSEA application once SUSS receives confirmation from MOE. The cheque reimbursement will be sent to your mailing address in the university's official records.

6. When can I expect to receive the refund cheque?

Successful applicants can expect to receive the reimbursement cheque from SUSS by

- 1st week of May (for January semester)
- 1st week of November (for July semester)

A notification email will be sent to your SUSS email account once your refund has been processed.

7. Can I apply for PSEA if I am above 30 years old?

Your PSEA balance would have been transferred to your **CPF-OA account**. There will be no PSEA deduction made. However, you can apply for PSEA using your sibling's PSEA account if there are sufficient funds in their account.

8. Can I apply to use my sibling's PSEA account?

Yes, you can. The deduction will be made from your PSEA funds first. When there are insufficient funds in your PSEA, the next deduction will be made from your sibling's PSEA. If the PSEA deduction is successful, the account holder will be notified about the deduction amount through the monthly statement from MOE.

9. Can I draw from my PSEA if the balance in the account is less than my course fees?

Yes, you can. The PSEA deduction will be made according to the amount stated in the PSEA application form.

10. Can I apply for PSEA and SkillsFuture Credit (SFC) claim for the same semester?

Yes, you can. Your PSEA claim amount stated in the PSEA application form should exclude the SFC claim amount. More details on SFC claim is available at <https://www.myskillsfuture.gov.sg/content/portal/en/header/faqs/skillsfuture-credit.html>.

Appendix 1

Important Notes on How to Complete the PSEA Ad Hoc Application Form

- a. Call the PSEA hotline at 6260 0777 to find out the balance in your existing PSEA. Please follow these steps:
 - Dial 62600777
 - Press 1 for English
 - Press 1 (For PSEA balance enquiries)
 - Press 1 (Account nos. start with "S")
 - Key in your NRIC number, follow by the "#" key
 - Press 1 to confirm your NRIC number

- b. Upon confirmation of the balance amount, please indicate the correct amount on the Ad Hoc Application Form. Please take note of the following:
 - You are only allowed to claim the exact amount of your fully paid course fees for the semester in correspondence with your PSEA balance
 - Do not over-claim your course fees
 - Do not indicate the total programme fees of a degree programme

- c. Complete the PSEA form.

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. Please read instructions carefully.

Part 1 (Compulsory)		To be completed by student – please write clearly	
Name as in NRIC/BC:	T A N S I L I N G	NRIC/BC No.:	S - X X X X X X X - A
Contact No.:	XXXXXXXX	Usage Category: (refer to next page)	S S G - S K L U P G
Institution Name:	SINGAPORE UNIVERSITY OF SOCIAL SCIENCES	Course/Fee Amount:	S\$ 495.95
Course/Fee Description:	ACCXXX, BUSXXX		

Full name as per NRIC

Please write "SSG-SKLUPG" in this Category

Please indicate your course code/s

Please call the PSEA hotline @ 62600777 to find out the balance in your existing PSEA

Scenario 1: Course fee paid amount is less than the balance amount in your PSEA

If your course fee is \$495.95 for one course and you have PSEA funds of S\$1000, please indicate only S\$495.95 on the Ad Hoc Application Form. You may utilize the remaining PSEA funds for your future semesters.

Scenario 2: Course fee paid amount is more than the balance amount in your PSEA

If the balance in your PSEA is S\$1500.00 and the course fee paid is S\$2118.60 for 4 courses, you are allowed to claim only the maximum amount you have in your PSEA; i.e. the amount to indicate on the Ad Hoc Application Form should be S\$1500.00.

Scenario 3: Using Your Sibling's PSEA Funds

If you do not have a PSEA and would like to use your sibling's PSEA funds, please complete **Part 2**. You need to indicate the name and NRIC of your sibling and put a tick on the box under 'Maximum Amount To Use'. (e.g. 100%).

Part 2 (Optional)		Please leave this section blank if student is using his/her own PSEA only. To use the PSEA of sibling(s), please complete below. Sibling refers to natural / adopted / step-sibling.					
Deduction Priority	First	Next	Last				
Name Of Sibling	TAN YONG LING						
NRIC / BC No of Sibling	T - X X X X X X X - A						
Maximum Amount To Use (% of Fees) (Place a ✓ at the appropriate box)	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%				
For Siblings Aged 21 and Above	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.						
	Signature		Signature		Signature		

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

Read and follow the instructions as stated for Part 3. Remember to check that the Ad hoc Application Form is duly completed and signed before submitting to SUSS by the given deadline. Incomplete forms and late submissions will not be accepted.

Part 3 (Compulsory)		To be completed by Parent / Legal Guardian or by Student Aged 21 and above		
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				
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.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

Parents' authorization of usage is required if siblings are below 21 years old (e.g. if TAN YONG LING is below 21 years old. parents must indicate their particulars)

- d. Any amendment made on the form is to be cancelled and counter-signed by the student.

Part 1 (Compulsory)		To be completed by student – please write clearly	
Name as in NRIC/BC:	T A N S I L I N G		
Contact No:	XXXXXXXX	NRIC/BC No.:	S - X X X X X X X - A
Institution Name:	SINGAPORE UNIVERSITY OF SOCIAL SCIENCES	Usage Category: (refer to next page)	S S G - S K L U B
Course/Fee Description:	ACCXXX, BUSXXX	Course/Fee Amount:	S\$ 1500.00 \$300 <i>Q</i>

To cancel and countersign on any amendment made

~end~