Guide to completing the PSEA Ad Hoc Withdrawal FormSG

June 2020
Guide - MOE Ad Hoc Application for Use of Post-Secondary Education Account

1) Click button to begin.

LOG IN WITH SINGPASS

Read Instructions
2a) Enter SingPass ID and Password.
2b) Click Login.
3a) Click one of the options button.

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

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
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.)
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.)
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.
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.
8) Click “LOG OUT” to exit the form.