Guide to completing the PSEA Standing Order Form

1 Sep 2019
1) Click button to begin.

Guide - MOE Post-Secondary Education Account Standing Order

5 mins estimated time to complete

LOG IN WITH SINGPASS

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

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.

SUBMIT
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.

If applicant is the account holder/student

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.

2. Name of Student (As in NRIC)

   [Input field]

3. NRIC Number of Student

   S9912345A
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.

4a) Enter your name according to your NRIC.

4b) Enter NRIC number.
If applicant is the legal guardian of the ward/account holder

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.

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.

4b) Enter your name according to your NRIC.

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

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

6c) Click “Submit” once done.
7) Click “LOG OUT” to exit the form.