

PSEA Applications – Frequently Asked Questions

Application Deadlines

New Student	Current Student
January Semester – by 30 th December	January Semester – by 4 th January
July Semester – by 30 th June	July Semester – by 1 st week of July

1. Who May Apply?

- a. Students who have a PSEA account may apply. Students are required to call the PSEA hotline at tel: 6260 0777 to check the balance amount in their PSEA account before applying.
- b. Students who are under 100% MOE Tuition Fee Loan and Study Loan or under 100% Scholarship/Sponsorship (e.g. SUSS Scholarship, Lee Foundation, MENDAKI Education Fund, etc.) are not eligible to apply for PSEA.
- c. Students who are under MOE Tuition Fee Loan (TFL) and/or Study Loans (SL) are eligible to apply for PSEA for the course fees that is not covered by the TFL/SL.
E.g., TFL covers 90% of your course fees, hence you are eligible to apply for PSEA for the remaining 10% of your course fees for the semester.
- d. Students who are applying for SkillsFuture Credit (SFC) are eligible to apply for PSEA for the course fees that is not covered by the SFC.

2. How to apply for PSEA?

SUSS students who are interested to apply for the use of PSEA are to follow the steps listed below.

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

Step 2:

- Submit online application via the URL, <https://go.gov.sg/psea-withdrawal-u4a1>
- Download the PSEA Adhoc Application Form (For student using your sibling(s)' PSEA account)

Step 3:

- Please refer to the attached Appendix 1 for online submission
- Please refer to the attached Appendix 2 for filling up PSEA Adhoc Application Form

Step 4: Submission to be done by the stipulated deadline:

New student → Student Admissions Department, SUSS, 463 Clementi Road, Singapore 599494

Current student → Student Records Department, SUSS, 463 Clementi Road, Singapore 599494

Applicants may need to provide additional documents and information if required.

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>

3. What does PSEA fund cover?

PSEA fund **covers course fees only** and does not cover any administrative fee, e.g. Challenge Examination (CEX). PSEA application and reimbursement amount is subject to MOE's approval on a case by case basis.

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

All PSEA applicants **are required to pay their full course fees upfront** and applicants will be reimbursed via cashiers order if their applications are successful.

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

Applicants will be notified via email on the status of their PSEA application once SUSS receives confirmation from MOE. Reimbursement will be made in the form of a cashiers order and it will be mailed to your mailing address in accordance with the university's official records.

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

Successful applicants will expect to receive the reimbursement cheque from SUSS around:

- 1st week of April (for January semester)
- 1st week of October (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 may apply for PSEA using your sibling's PSEA account if there are sufficient funds in the account. For more information on the utilization of PSEA funds, please refer the FAQ in the MOE website, [Ministry of Education \(MOE\)](#)

8. Can I apply for PSEA using my sibling's PSEA account?

Yes, you can. The deduction will be made from your PSEA account first and only when there is insufficient fund in your account, the next deduction will be made from your sibling's account. If the PSEA deduction is successful, the PSEA account holder will be notified on the deduction amount through the monthly statement from MOE.

9. Can I apply for PSEA if my PSEA balance amount is less than my paid 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 submit online PSEA Adhoc Application Form**


- a. Call the PSEA hotline at 6260 0777 to find out the balance amount that you have in your existing PSEA account. Please follow these steps:
- Dial 62600777
 - Press 1 for English
 - Press 1 (For PSEA account balance enquiries)
 - Press 1 (Account nos. start with “S”)
 - Key in your NRIC nos., follow by a “#” key
 - Press 1 to confirm your NRIC Nos.
- b. Upon confirmation of the balance amount, applicant is required to indicate the correct amount on the Adhoc Application Form online. 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 account balance
 - Do not over-claim your course fees
 - Do not indicate the total programme fees of a degree programme
 - Please **DO NOT** submit multiple applications. In the event there are multiple applications from the same student, **only the latest submission** will be process.

Submit an online application by the submission deadline via the URL

<https://go.gov.sg/psea-withdrawal-u4a1>

- c. Please login using your SingPass account for online submission if you are 21 years old and above. If you are below 21 years old, a parent/guardian has to login to the SingPass account for online submission.

Applicant Guide



Ministry of Education
SINGAPORE

U4A (For SUSS) - MOE Ad Hoc Application for Use of Post-Secondary Education Account

🕒 10 mins estimated time to complete

S1234567A - LOG OUT ↗

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:

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

2) Click on one of the radio buttons to begin.

PSEA Usage Category

Select: TTF-FULLQ: Tuition Fee - Full Qualification

Course/Fee Description

Indicate your Program code (E.g: BSBZ)

7. PSEA Usage Category
 (Please select one)

For Tuition Fee

TTF-FULLQ: Tuition Fee-Full Qualification
 TTF-OTHERS: Tuition Fee-Others

▼
×

8. Course/Fee Description
 (Please indicate the Program Code)

Authorisation

Tick check box to authorise

9. Course/Fee Amount

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

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.

Contact Details

11. Contact Number of Student or Parent

12. Email

An acknowledgement email will be sent to this email address.

Select: SUSS Student Records Dept: For Current Students

Select: SUSS Student Admission Dept: For New Intake Students

13. Submit this Form to:

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

- SUSS Student Records Dept
- SUSS Student Admissions Dept

Click Submit button

13. Submit this Form to:

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

Appendix 2

- Important Notes on How to Complete PSEA Adhoc Application Form (Only for student using your sibling(s)' PSEA account)

- a. Call the PSEA hotline at 6260 0777 to find out the balance amount that you have in your existing PSEA account. Please follow these steps:
- Dial 62600777
 - Press 1 for English
 - Press 1 (For PSEA account balance enquiries)
 - Press 1 (Account nos. start with "S")
 - Key in your NRIC nos., follow by a "#" key
 - Press 1 to confirm your NRIC Nos.
- b. Upon confirmation of the balance amount, applicant is required to indicate the correct amount on the Adhoc 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 account 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:	<input style="width: 100%; height: 20px;" type="text"/>	
Contact No:	<input style="width: 150px;" type="text"/>	NRIC/BC No.: <input style="width: 100px;" type="text"/>
Institution Name:	<input style="width: 250px;" type="text"/>	Usage Category: (refer to next page) <input style="width: 100px;" type="text"/>
Course/Fee Description:	<input style="width: 250px;" type="text"/>	Course/Fee Amount: <input style="width: 100px;" type="text" value="S\$"/>

Part 2 (Optional)
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid green; padding: 2px;">To indicate your degree programme name</div> <div style="width: 30%; border: 1px solid red; padding: 2px;">Please write "TF-FULLQ" in this category.</div> <div style="width: 30%; border: 1px solid green; padding: 2px;">Please call the PSEA hotline @ 62600777 to find out on the balanced amount that</div> </div>

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

If your course fee paid amount for one course is \$495.95, which is less than your PSEA fund of S\$1000, you are allowed to indicate only S\$495.95 on the Adhoc Application Form. You may utilize the remaining PSEA amount in your future semesters.

(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:	<input type="text"/>		
Contact No:	<input type="text"/>	NRIC/BC No.:	<input type="text"/>
Institution Name:	<input type="text"/>	Usage Category: (refer to next page)	<input type="text"/>
Course/Fee Description:	<input type="text"/>	Course/Fee Amount:	S\$ <input type="text"/>

Part 2 (Optional)		When your paid course fee is less than the balance amount in your PSEA account	
Deduction Priority		<p>Example: Your total course fee paid amount is S\$495.95.</p> <p>This would be the amount you can claim and the amount to be indicated on the Adhoc application form.</p>	

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

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

Read and follow the instructions as stated for **Part 3**. Do remember to check that your Adhoc 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 1 (Compulsory)		To be completed by student – please write clearly	
Name as in NRIC/BC:	<input type="text"/>		
Contact No:	<input type="text"/>	NRIC/BC No.:	<input type="text"/>
Institution Name:	<input type="text"/>	Usage Category: (refer to next page)	<input type="text"/>
Course/Fee Description:	<input type="text"/>	Course/Fee Amount:	S\$ <input type="text"/>

Part 2 (Optional)		When your paid course fee is more than the balance amount in your PSEA account	
Deduction Priority		<p>Example:</p> <p>Your total course fee paid amount is S\$2,118.60 but your available balance in PSEA account is S\$1,500.00.</p>	
Name Of Sibling		<p>You are only allowed to claim the maximum amount you have in your PSEA account, i.e. the amount to be indicated on the Adhoc application form should be S\$1,500.00.</p>	
NRIC / BC No of			

Scenario 3: Using Your Sibling's PSEA Account

If you do not have a PSEA account and would like to use your sibling's PSEA account, 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. <i>To use the PSEA of sibling(s), please complete below. Sibling refers to natural / adopted / step-sibling.</i>											
Deduction Priority	First	Next	Last										
Name Of Sibling	<input type="text"/>	<input type="text"/>	<input type="text"/>										
NRIC / BC No of Sibling	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>										
Maximum Amount To Use (% of Fees) <i>(Place a ✓ at the appropriate box)</i>	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% <input type="checkbox"/>										
For Sibling 21 and Above	<p>If you are utilizing your sibling's PSEA account who is above 21 years old, he/she will need to sign his/her name on this column</p>												
	<input type="text"/>	<input type="text"/>	<input type="text"/>										
	<u>Signature</u>	<u>Signature</u>	<u>Signature</u>										

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**. Do remember to check that your Adhoc 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 <i>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</i>											
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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 <i>(If student/sibling(s) is/are below 21 years old)</i>		Signature of Student (Aged 21 and above)		Date							

Scenario 4: Applying for PSEA and SkillsFuture Credit (SFC) claim for the same semester

If you are applying for PSEA and SFC (S\$500.00) for the same semester, and your course fee paid amount is S\$2,000.00, your PSEA claim amount should exclude the SFC claim amount, i.e. the amount to indicate on the Adhoc Application Form should be S\$1,500.00.

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

The image shows a portion of an application form with the following fields and handwritten corrections:

- Name:** T A N S I L I N G
- Contact No:** ~~8000 1123~~ *9000 1123*
- NRIC/BC No.:** [Empty]
- Institution Name:** [Empty]
- Usage category*:** T T F - F U L L Q
- Course/Fee Description:** [Empty]
- Fee Amount:** ~~\$2,000~~ *1,500*

A green callout box with the text "To cancel and countersign on any amendment made." has arrows pointing to the handwritten corrections in the Contact No and Fee Amount fields.

When applying for PSEA and SFC claim for the same semester

Example:

Your course fee paid is \$2,000.00. You are claiming SFC of S\$500. You should exclude the SFC claim amount from the PSEA claim amount, i.e. the amount to be indicated on the Adhoc application form should be S\$1,500.00.