

PSEA Applications - Frequently Asked Questions

Application Deadlines

New Student	Current Student
January Semester: 15 November - 31 December	January & July Semester –
July Semester: 1 June – 7 Jul	please refer to student portal
	notice.

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 <u>not eligible</u> 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 <u>course fees that are not covered by the TFL/SL</u>.
 - 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 are 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 <u>PSEA Adhoc Application Form</u> (for students using 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 the 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

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Applicants may need to provide additional documents and information if required. Submission of PSEA application form via fax or scanned copies will not be accepted. Late or incomplete application forms may result in non-acceptance and will not be submitted to MOE. Applications that are submitted before and after the application period (as stated in the notice posted in your student portal / FAQ for new student) will not be processed.

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 PayNow if their applications are successful.

- 5. How will I know the outcome of the PSEA application?
 Applicants should receive the PSEA statement from MOE on the deduction of the amount from their PSEA account.
- 6. When will I expect to receive the refund (via PayNow)?

 Successful applicants will expect to receive the reimbursement payment from SUSS via PayNow around:
 - End of April (for January semester)
 - End of October (for July semester)

Please ensure that you have opted for NRIC number at the point of registration with your bank. Payments will not be credited to your bank account if it is linked to PayNow via mobile number.

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- 7. Can I apply for PSEA if I am above 30 years old?
 Your PSEA will be automatically closed in the middle of the year when you or your sibling turn 31. The unused funds in the account will be transferred to your/sibling's CPF Ordinary Account (CPF-OA).
- 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.skillsfuture.gov.sg/

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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 <u>DO NOT</u> submit multiple applications. In the event there are multiple applications from the same student, <u>only the latest submission</u> will be processed.

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.

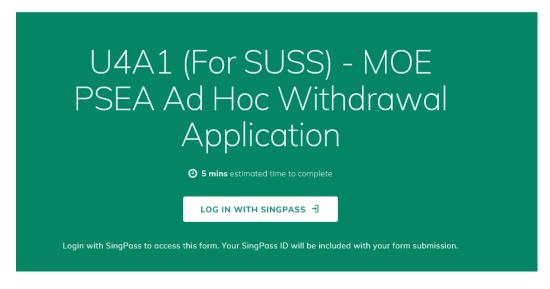
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Applicant Guide

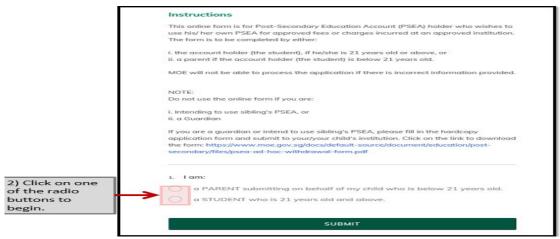






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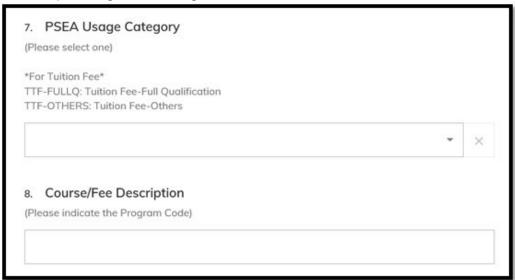


PSEA Usage Category

Select: TTF-FULLQ: Tuition Fee - Full Qualification

Course/Fee Description

Indicate your Program code (E.g: BACCMJ1)



Authorisation

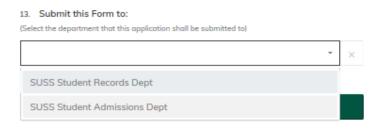
Tick check box to authorise

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	ourse/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.
Cor	ntact Details
11. (Contact Number of Student or Parent
12.	Emgil
An ac	knowledgement email will be sent to this email address.
	@avample.com
	@example.com

Select: SUSS Student Records Dept: For Current Students Select: SUSS Student Admission Dept: For New Intake Students



Click Submit button



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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:																	•		Fu		nai	me	as	ре	er N	IRIC	$\frac{1}{1}$				
Contact No:														NR No.	: C/B	C				-								-			
Institution Name:	Usage Category: (refer to next page)																														
Course/Fee Description:															irse/ ount	Fee			S	\$											
Part 2 (Optional)					dica	ne r			ree		ctio ings			Pleas F ULL				gor	y .	ni Iin				ll th		EA			2600 unt		

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Scenario 1: Course fee paid amount is <u>less than</u> the balance amount in your PSEA account If your course fee paid amount \$495.95 for one course 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 (Comp	Compulsory) To be completed by student – please write clearly									
Name as in NRIC/BC:										
Contact No:			NRIC/BC No.:							
Institution Name:			Usage Category: (refer to next page)							
Course/Fee Description:			Course/Fee S\$							
When your paid course fee is less than the balance amount in your PSEA account										
Part 2 (Op	Example:Your total course fee paid amount is \$\$495.95.									
Deduction Priority	This would be the amount you can claim and the amount to be indicated on the Adhoc application form.									

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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 \$\$1500.00 and your course fee paid are \$\$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 \$\$1500.00.

Read and follow the instructions as stated for Part 3. 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 (Com	pulsory)	To be completed	by student	– please write clea	arly							
Name as in NRIC/BC:												
Contact No:				NRIC/BC No.:								
Institution Name:				Usage Category: [-]								
Course/Fee Description:				Course/Fee Amount: S\$								
When your paid course fee is more than the balance amount in your PSEA account												
Part 2 (Or	Example:	Example:										
Deduction Priority	Your total course fee paid amount is S\$2,118.60 but your available balance in PSEA account is S\$1,500.00.											
Name Of Sibling	You are on	You are only allowed to claim the maximum amount you have in your PSEA account, i.e. the amount to be										
NRIC / BC No of	indicated on the Adhoc application form should be S\$1,500.00.											

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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. To use the PSEA of siblings(s), please complete below. Sibling refers to natural / adopted / step-sibling.								
Deduction Priority	First	Next	Last							
Name Of Sibling										
NRIC / BC No of Sibling -	-									
Maximum Amount To Use (% of Fees) (Place a √ at the appropriate box)		25% 50% 75% 100%	25% 50% 75% 100%							
If you are utiliz	zing your sibling's PSEA accou she will need to sign his/her n	unt who is above 21 s or charges incurr	hereby authorise the PSE Scheme red by my / our sibling named in Part 1 at							
	Signature	Signature.	Signature.							

Read and follow the instructions as stated for Part 3. 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.

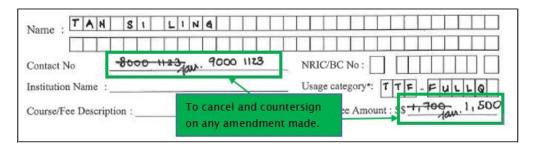
	To be complete	d by Parent / Legal Guard	ian or by Student Aged	21 and above					
Part 3 (Compulsory) The below MUST be signed by Parent/ Legal Guardian if above student or sibling/s whose PS (in Part 2) is/are below the age of 21 years									
Under Section 16(D) of the Education Endowment and Savings 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 kno to the PSE Scheme Administrator a Scheme Administrator to obtain from	ny documents which the	e PSE Scheme Administrator may	require for verification purpose	es, and also authorise the PSE					
Name of Parent / Legal Guardian	NRIC of Parent / Legal Guardian	Signature of Parent / Legal Guardian (If student/sibling(s) is/are	Signature of Student (Aged 21 and above)	Date					

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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. Your course fee paid 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 amendment made on the form are to be cancelled and counter-signed by student.



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.

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