

## PSEA Applications – Frequently Asked Questions

### **Application Deadlines (New Student only)**

January Semester – by 30<sup>th</sup> December

July Semester – by 30<sup>th</sup> June

#### 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: Download the [PSEA Adhoc Application Form](#).

Step 3: Complete the PSEA application form. Please refer to the attached Appendix 1 for details.

Step 4: Complete and sign on the original copy of the PSEA Adhoc Application Forms and submit it to Student Records Department, SUSS, 463 Clementi Road, Singapore 599494 by the stipulated deadline.

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.

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

- <http://www.moe.gov.sg/initiatives/post-secondary-education-account>
- [https://www.ifaq.gov.sg/moe/apps/fcd\\_faqlmain.aspx#TOPIC\\_5313](https://www.ifaq.gov.sg/moe/apps/fcd_faqlmain.aspx#TOPIC_5313)

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 cheque 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 cheque 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 by
  - 1<sup>st</sup> week of April (for January semester)
  - 1<sup>st</sup> 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 can apply for PSEA using your sibling's PSEA account if there are sufficient funds in the account.
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.sg/content/portal/en/header/faqs/skillsfuture-credit.html>.

Important Notes on How to Complete 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. 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 see instructions on the next page.

**Part 1 : To be completed by student (please write within the boxes)**

Name : T A N S I L I N G Full name as per NRIC

Contact No : XXXX XXXX NRIC/BC No : S XXXXX XXXX A

Institution Name : SINGAPORE UNIVERSITY OF SOCIAL SCIENCES Usage category\*: T T F : F U L L Q


Course/Fee Description : BSc Business Course/Fee Amount : S\$ 1,500.00

**To indicate your degree programme name**

**Please write "TF-FULLQ" in this category.**

**Please call the PSEA hotline @ 62600777 to find out on the balanced amount that you have in your existing PSEA account.**

**Scenario 1:** Course fee paid amount is less than 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.


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**Part 1 : To be completed by student (please write within the boxes)**

Name :


Contact No :  NRIC/BC No :

Institution Name : SINGAPORE UNIVERSITY OF SOCIAL SCIENCES Usage category\* :

Course/Fee Description : BSc Business Course/Fee Amount : S\$ **495.95**

**When your paid course fee is less than the balance amount in your PSEA account**  
 Example:  
 Your total course fee paid amount is S\$495.95.  
 This would be the amount you can claim and the amount to be indicated on the Adhoc application form.

**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 are 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.


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**Part 1 : To be completed by student (please write within the boxes)**

Name :

Contact No :  NRIC/BC No :

Institution Name : SINGAPORE UNIVERSITY OF SOCIAL SCIENCES Usage category\* :

Course/Fee Description : BSc Business Course/Fee Amount : S\$ **1,500.00**

**When your paid course fee is more than the balance amount in your PSEA account**  
 Example:  
 Your total course fee paid amount is S\$2,118.60 but your available balance in PSEA account is S\$1,500.00.  
 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.

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.

Note : If there are errors or omissions in the information on sibling(s), deduction will be effected from the student's account only if he/she has a PSEA.

**Part 3 : To be completed by student / parent / legal guardian /siblings aged 21 and above**

By Student / Parent/Legal Guardian	By Siblings Aged 21 And Above Named In Part 2
Under Section 16(D) of the Education Endowment and Savings Schemes Act, I 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.	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.
<p>1. At the point of application, if you are 21 years old, please sign your name on this column.</p> <p>2. If you are below 21 years old, your parent has to sign his/her name on this column.</p>	
<p>Signature of Student (Aged 21 and above) / Signature of Parent / Legal Guardian (if student or siblings is/are below 21 years old)</p> <p>Date</p>	<p>Sibling's NRIC</p> <p>Signature &amp; Date</p>
<p>Name of Parent / Legal Guardian</p> <p>Parent's / Legal Guardian's NRIC</p>	<p>Sibling's NRIC</p> <p>Signature &amp; Date</p>

If you are below 21 years old, your parent has to write his/her name and NRIC No. on this column.

**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 : To be completed by student only if using the PSEA of sibling(s). Sibling refers to natural/adopted/step sibling. Please leave Part 2 blank if student is using his/her own PSEA only.**

Deduction Priority	Name Of Sibling	NRIC / BC No of Sibling	Maximum Amount To Use (% of Fees) (Place a ✓ at the appropriate box)			
			25%	50%	75%	100%
First	TAN MEI LING	S 9 2 X X X X X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Next	TAN YONG LING	T 0 4 X X X X X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Last			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please fill up your sibling's full name and NRIC

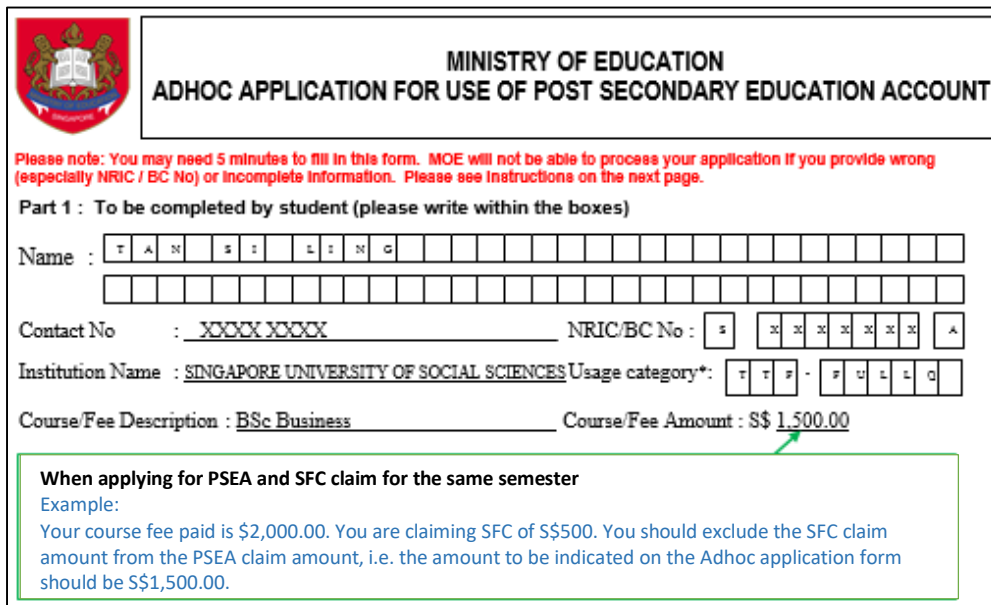
Please indicate the % by ticking correctly.

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 3 : To be completed by student / parent / legal guardian /siblings aged 21 and above**

By Student / Parent/Legal Guardian	By Siblings Aged 21 And Above Named In Part 2
<p>Under Section 16(D) of the Education Endowment and Schemes Act, I hereby authorise the PSE Scheme Administrator to make deductions from my / my child's (children's) PSEA to pay for charges incurred by myself / my child at any approved institution.</p> <p>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.</p>	<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 (e.g. TAN MEI LING will need to sign and indicate her NRIC).</p>
<p>Signature of Student (Aged 21 and above) / Signature of Parent / Legal Guardian (If student or siblings is/are below 21 years old)</p> <p>Date</p>	<p>Sibling's NRIC</p> <p>Signature &amp; Date</p>
<p>Name of Parent / Legal Guardian</p> <p>Parent's / Legal Guardian's NRIC</p>	<p>Sibling's NRIC</p> <p>Signature &amp; Date</p> <p>Your parent has to sign and indicate his/her name and NRIC No. if your sibling is below 21 years old (e.g. TAN YONG LING is below 21 years old, therefore, your parents have to indicate their particulars).</p>

**Scenario 4:** Applying for PSEA and SkillsFuture Credit (SFC) claim for the same semester  
 If you are applying for PSEA and SFC (\$500.00) for the same semester. Your course fee paid is \$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 \$1,500.00.



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**Part 1 : To be completed by student (please write within the boxes)**

Name : T A N S I L I N G

Contact No : XXXX XXXX NRIC/BC No : S XXX XXXX X

Institution Name : SINGAPORE UNIVERSITY OF SOCIAL SCIENCES Usage category\*: T T F - F U L L O

Course/Fee Description : BSc Business Course/Fee Amount : S\$ 1,500.00

**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 \$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 \$1,500.00.

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

Name :	T A N S I L I N G	
Contact No	<del>8000 1123</del> <i>am. 9000 1123</i>	NRIC/BC No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Institution Name :		Usage category*: T F - F U L L Q
Course/Fee Description :	<b>To cancel and countersign on any amendment made.</b>	Fee Amount : \$ <del>1,700</del> <i>am. 1,500</i>

~end~