

## **PSEA Applications – Frequently Asked Questions**

### **Application Deadlines**

CET modular Students
January Semester – by 30 January
July Semester – by 30 July

#### **1. Who May Apply?**

Students who have a PSEA may apply. Students are required to call the PSEA hotline at 6260 0777 to check the balance amount in their PSEA before applying.

Students whose course(s) with SkillsFuture funding are eligible to apply for PSEA utilisation to pay for course fees not covered by the SkillsFuture funding and SkillsFuture Credit (SFC).

#### **2. How to apply for PSEA?**

SUSS students who are interested in applying for the use of PSEA are to follow the steps listed based on the type of submission.

a) Using Own PSEA – refer to **Appendix 1** for the key steps

**Step 1:** Call the PSEA hotline at 6260 0777 to check the balance in your PSEA

**Step 2:** Click [here](#) to submit Ad Hoc Withdrawal Form via FormSG using SingPass.

b) Use Own and Sibling's PSEA – refer to **Appendix 2** for the key steps

**Step 1:** Call the PSEA hotline at 6260 0777 to check the balance in your sibling's PSEA

**Step 2:** Click [here](#) to submit Ad Hoc Withdrawal Form via FormSG using SingPass.

More details on PSEA are available at the following website:

- <https://www.moe.gov.sg/financial-matters/psea>

#### **3. What does the PSEA fund cover?**

PSEA fund covers only course fees and does not cover administrative fees such as Challenge Examination (CEX) application fees and other application/miscellaneous fees. The amount disbursed from PSEA 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. Applicants will be reimbursed via PayNow if their applications are successful.

#### **5. How will I know the outcome of my 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 via PayNow services. Please ensure that your PayNow is tagged under your NRIC number.

**6. When can I expect to receive the refund amount?**

Successful applicants can expect to receive the application outcome from SUSS by

- 1st week of May (for January semester)
- 1st week of November (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 will be closed around the middle of the year in which they turn 31. Any unused funds will be transferred to their CPF-OA and subjected to CPF-OA usage rules. **Once transferred, the PSEA will be closed.**

There will be no PSEA deduction made. Alternatively, you can apply for PSEA using your sibling's PSEA account if there are sufficient funds in their account.

**8. Can I apply to use my sibling's PSEA account?**

Yes, you can. The deduction will be made from your PSEA funds first. When there are insufficient funds in your PSEA, the next deduction will be made from your sibling's PSEA. If the PSEA deduction is successful, the account holder will be notified about the deduction amount through the monthly statement from MOE.

**9. Can I draw from my PSEA if the balance in the account is less than my 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. Take note that if you are applying for both SkillsFuture Credit and PSEA to offset the course fee, SkillsFuture Credit will be used for fee payment before PSEA. More details on SFC claims are available at <https://www.myskillsfuture.gov.sg/content/portal/en/career-resources/career-resources/how-to-guides/all-you-need-to-know-about-psea-and-how-you-can-use-it-for-your-upskilling-journey.html#:~:text=Can%20I%20use%20my%20PSEA,for%20fee%20payment%20before%20PSEA.>

Key notes when using PSEA:

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

If your course fee paid amount of \$495.95 for one course is less than your PSEA funds of S\$1000, please indicate only S\$495.95 on the Ad Hoc Withdrawal Form. You may utilize the remaining PSEA funds for your future semesters.

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

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


**Scenario 3:** Using Your Sibling's PSEA Funds (keep)

If you do not have sufficient funds in your PSEA and would like to use your Sibling's PSEA, please ensure that you select **100%** under the section "Maximum Amount of PSEA to Use (% of Fees) - First Sibling"

Incomplete forms and late submissions will not be accepted.


## Appendix 1

### Guide to Complete the PSEA Online Form – Using OWN PSEA



Ministry of Education  
Singapore

# (Training Provider) PSEA Ad Hoc Withdrawal


 3 mins estimated time to complete


### 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 training provider. 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.

Please call the MOE hotline at Tel: 6260 0777 to confirm if you have a Post-Secondary Education Account (PSEA) before submitting the application.



Log in with Singpass 

## Part 1

### 1. I am:

If you are a parent/legal guardian, please ensure that you are using your own Singpass to log in to this form. (Using your child/ward's SingPass will not be accepted).

- a PARENT submitting on behalf of my child who is below 21 years old.
- a STUDENT who is 21 years old and above (as of today).
- a LEGAL GUARDIAN of ward (the "student") who is below 21 years old

## Details of Student

### 2. Name of Student (According to NRIC)

Student A

### 3. NRIC Number of Student

T0000000G

### 4. Date of birth

27/07/1989

### 5. Name of Institution or Training Provider

SUSS - CET

### 6. Student Card Number

E.g. Admission Number, PI No., Student ID, Matriculation No., etc. Please indicate "NA" if not applicable.

NA

## Part 2

### Authorisation by Applicant

#### 11. 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.

#### 12. Email Address of Applicant (Student or Parent)

An acknowledgement email will be sent to this email address.

#### 13. Contact Number of Applicant (Student or Parent)

- | +

Submit now

## Withdrawal Information #1

### 6. Usage Category

(Please check with your training provider on the correct usage category to select)

SSG-PDEV : SSG Course Fee - Personal Development

SPE-COURSE : Special Programme - Course Fee

GFP-MODC : GFP Course Fee - Modular Course

GFP-SHORTC : GFP Course Fee - Short Course

SSG-PDEV

### 7. Course Code

Leave blank if not applicable.

*Required – can be found SUSS PSEA website*

TGS-2022123451

### 8. Course/Fee Description

PSY107 Introduction to Psychology

### 9. Withdrawal Amount

Example: 1000.50

500


### 10. (2) Add another course code?

X No

✓ Yes


## Annex 2.1

Guide to complete the PSEA Online Form – Using your Sibling's PSEA as a Student of 21 years old and above with Sibling above 21 years old



Ministry of Education  
SINGAPORE

# (Training Provider) PSEA Ad Hoc Withdrawal


 3 mins estimated time to complete


### 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 training provider. 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.

Please call the MOE hotline at Tel: 6260 0777 to confirm if you have a Post-Secondary Education Account (PSEA) before submitting the application.



Log in with Singpass 



## Part 1

1. I am:

If you are a parent/legal guardian, please ensure that you are using your own Singpass to log in to this form. (Using your child/ward's SingPass will not be accepted).

- a PARENT submitting on behalf of my child who is below 21 years old.
- a STUDENT who is 21 years old and above (as of today).
- a LEGAL GUARDIAN of ward (the "student") who is below 21 years old

## Details of Student

2. Name of Student (According to NRIC)

Student A

3. NRIC Number of Student

T0000000G

4. Date of birth

27/07/1989

5. Name of Institution or Training Provider

SUSS - CET

6. Student Card Number

E.g. Admission Number, PI No., Student ID, Matriculation No., etc. Please indicate "NA" if not applicable.

NA

## Part 2

### 11. How many of your sibling's PSEA would you like to use?

In addition to the student's own PSEA, student may also request to use the PSEA of up to three siblings. The student's PSEA will be deducted first. Any shortfall will then be deducted from the sibling's PSEA in order of first, then second (if any) and finally third (if any).

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## Use PSEA of First Sibling

### 12. Name of First Sibling (According to NRIC)

### 13. NRIC No. of First Sibling

### 14. Age of First Sibling

(As of today)

 - +

12. Email Address of First Sibling

An email will be sent to the sibling for him/her to authorise the use of his/her PSEA to pay for approved fees.

The sibling has up to 7 calendar days upon receipt of the email to approve the request.

If no approval is given, MOE will reject the whole application.

13. Maximum Amount of PSEA to Use (% of Fees) - First Sibling

### Authorisation by Applicant

14. 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.

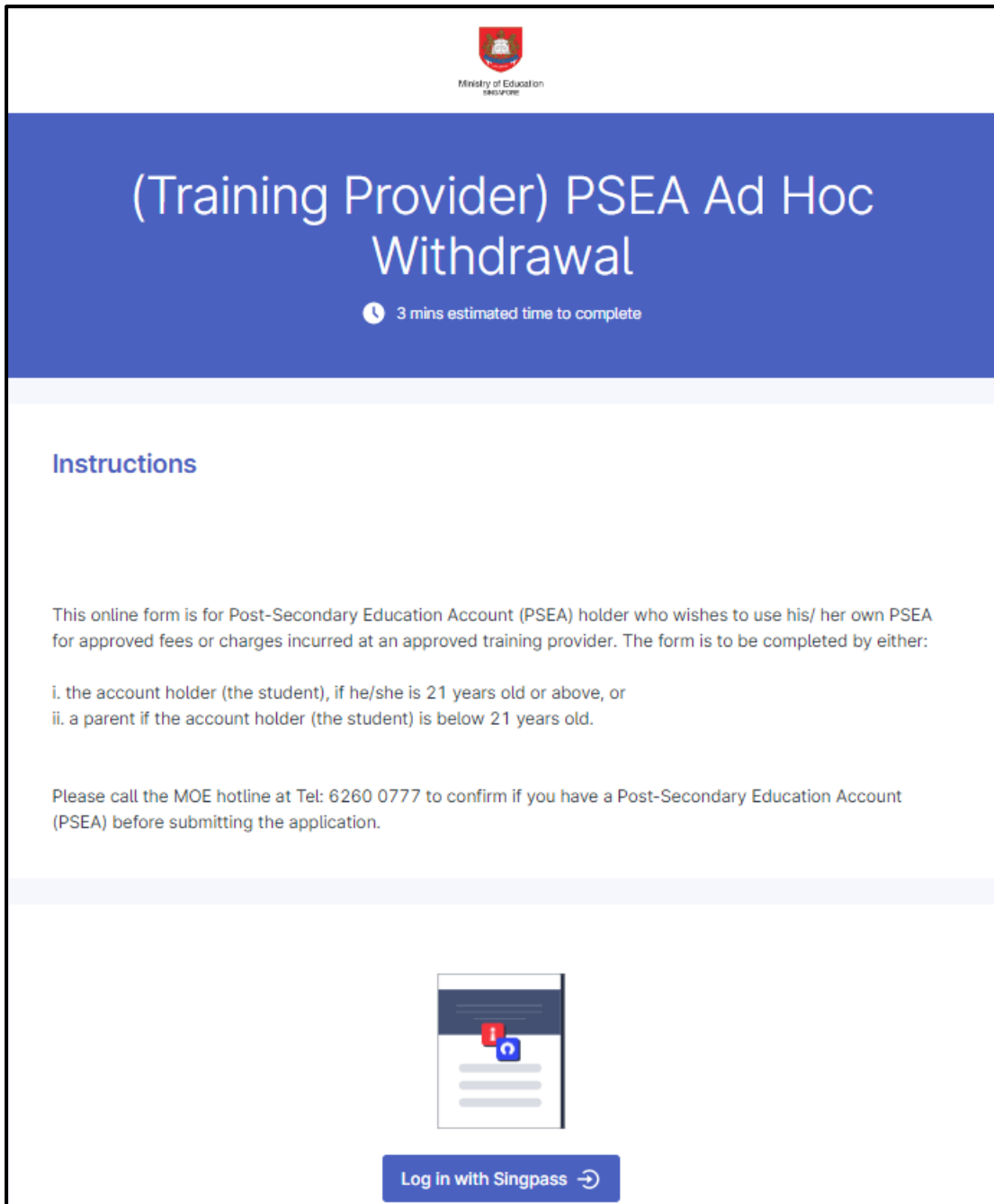
15. Email Address of Applicant (Student or Parent)

An acknowledgement email will be sent to this email address.

16. Contact Number of Applicant (Student or Parent)

Submit now

Guide to complete the PSEA Online Form – Using your Sibling's PSEA as Student and sibling both are below 21 years old



The screenshot shows the top portion of a web form. At the top center is the Ministry of Education Singapore logo. Below it is a blue header bar with the title "(Training Provider) PSEA Ad Hoc Withdrawal" and a clock icon indicating "3 mins estimated time to complete". Underneath the header is a section titled "Instructions". The text in this section explains that the form is for PSEA holders who want to use their own PSEA for approved fees at a training provider, and lists two categories of users: the account holder (student) if 21 or older, or a parent if the student is under 21. It also provides the MOE hotline number (6260 0777) for confirmation. At the bottom of the visible section is a "Log in with Singpass" button with a right-pointing arrow.

Ministry of Education  
SINGAPORE

## (Training Provider) PSEA Ad Hoc Withdrawal

🕒 3 mins estimated time to complete

### 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 training provider. The form is to be completed by either:

- the account holder (the student), if he/she is 21 years old or above, or
- a parent if the account holder (the student) is below 21 years old.

Please call the MOE hotline at Tel: 6260 0777 to confirm if you have a Post-Secondary Education Account (PSEA) before submitting the application.

Log in with Singpass →

### Part 1

1. I am:

If you are a parent/legal guardian, please ensure that you are using your own Singpass to log in to this form. (Using your child/ward's SingPass will not be accepted).

- a PARENT submitting on behalf of my child who is below 21 years old.
- a STUDENT who is 21 years old and above (as of today).
- a LEGAL GUARDIAN of ward (the "student") who is below 21 years old

### Details of Parent / Legal Guardian

Parent's / Legal Guardian's Name is auto-filled based on SingPass login information.

2. Name

Parent's name

This form is submitted by:

1. Name

PHUA CHU KANG

### Part 1 : Details of Student

Please indicate the Name and NRIC number of the student who will be using your / the sibling's PSEA.

2. Name of Student (As in NRIC)

Student A

3. NRIC of Student

T0300000H

## Part 2: Authorisation

4. I am:

the PARENT of the student and his/her sibling (1)

5. Authorisation (By Parent or Sibling Age 21 and Above)

- 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 children's PSEA to pay fees or charges incurred by the Student named in Part 1 at any approved institution.

6. My Email Address

An acknowledgement email will be send to this address

shahreen\_aman@moe.gov.sg

## Details of Student

2. Name of Student (According to NRIC)

Student A

3. NRIC Number of Student

T0000000G

4. Date of birth

27/07/1989

5. Name of Institution or Training Provider

SUSS - CET

6. Student Card Number

E.g. Admission Number, PI No., Student ID, Matriculation No., etc. Please indicate "NA" if not applicable.

NA

## Withdrawal Information #1

### 6. Usage Category

(Please check with your training provider on the correct usage category to select)

SSG-PDEV : SSG Course Fee - Personal Development  
SPE-COURSE : Special Programme - Course Fee  
GFP-MODC : GFP Course Fee - Modular Course  
GFP-SHORTC : GFP Course Fee - Short Course

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### 7. Course Code

Leave blank if not applicable.

*Required – can be found SUSS PSEA website*

### 8. Course/Fee Description

### 9. Withdrawal Amount

Example: 1000.50

 - +

### 10. (2) Add another course code?

 No  Yes

## Part 2

### 12. How many of your other children's PSEA would you like to use?

In addition to the student's own PSEA, parent may request to use the PSEA of up to three other children (the student's siblings). The student's PSEA will be deducted first. Any shortfall will then be deducted from the sibling's PSEA in order of first, then second (if any) and finally third (if any).

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### 15. Email Address of Parent - First Sibling

An email will be sent to the parent of the sibling (who is below 21 years old). The parent will then have to authorise the use of the sibling's PSEA to pay for approved fees.

The parent has up to 7 calendar days upon receipt of the email to approve the request.

If no approval is given, MOE will reject the whole application.

### 16. Maximum Amount of PSEA to Use (% of Fees) - First Sibling

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## Part 2

### Authorisation by Applicant

#### 11. 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.

#### 12. Email Address of Applicant (Student or Parent)

An acknowledgement email will be sent to this email address.

studenta@email.com

#### 13. Contact Number of Applicant (Student or Parent)

98765432

- | +

Submit now

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