Ministry of Education
SINGAPORE

Guide to Submitting PSEA Ad Hoc Withdrawal FormSG

Guide

Account Holder is using only his/her PSEA

Go to Page 7 if Account Holder is using his/her sibling's PSEA

(1) PSEA Ad Hoc Withdrawal FormSG (Login Page)

(IHL) PSEA Ad Hoc Withdrawal - ABC

3 mins estimated time to complete

Instructions

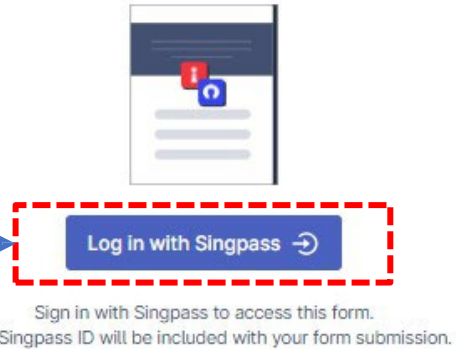
Note:
If you intend to also use sibling's PSEA, please go to: https://xxx.xxx.xxx
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This online form is for Post-Secondary Education Account (PSEA) holder who wishes to use his/ her own PSEA for approved fees or charges incurred at an approved training 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.

Click button to start



Note to Parent/Legal Guardian submitting for your child/ward below 21 years old:
You need to use your own SingPass account to submit the form instead of your child/ward SingPass account.

(2) PSEA Ad Hoc Withdrawal FormSG (Using Own PSEA)

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

25/12/1977

5. Name of Institution or Training Provider

SINGAPORE POLYTECHNIC - FINANCE

5. Name of Institution or Training Provider

SINGAPORE POLYTECHNIC - SP OVERSEAS PROGRAMME

Note to Account Holder/Student:

- If you are not yet 21 years old, please request your Parent/Guardian to submit.
- MOE will reject the application if you have not attained the age of 21.

Note to Parent/Legal Guardian:

- Please ensure that you are using your own SingPass account to submit the form.
- MOE will reject the application if parent/legal guardian submits the form using child/ward's SingPass account.

Note to Applicant:

- These fields apply to the Student or Account Holder that is attending the course / programme.

Note to Applicant:

*For Tuition Fees,

- To select SINGAPORE POLYTECHNIC – FINANCE

*For Overseas Trips Programme,

- To select SINGAPORE POLYTECHNIC – SP OVERSEAS PROG4RAMME

(3) PSEA Ad Hoc Withdrawal FormSG (Using Own PSEA)

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

1234567

Withdrawal Information #1

7. Usage Category
(Please check with your training provider on the correct usage category to select)

TTF-FULLQ: Tuition Fee - Full Qualification
TTF-OTHERS: Tuition Fee - Others
EPC-LTRIPL: Enrichment Programme - Local Trip
EPC-OTRIP: Enrichment Programme - Overseas Trip
SSG-SKLUPG: SSG Course Fee-Skill Upgrading

TTF-FULLQ

EPC-OTRIP

8. Course Code (optional)
Leave blank if not applicable.

9. Course/Fee Description

Diploma in Accountancy

9. Course/Fee Description

20230097 Overseas Internship Programme

10. Withdrawal Amount
Example: 1000.50

100

11. (2) Add another course code?

No | Yes

Note to Applicant:
- To input Student Card Number.

Note:
*For Tuition fees,
- To select TTF-FULLQ for Usage Category.

*For Overseas Trips Programme,
- To select EPC-OTRIP for Usage Category.

- To input for Course (if applicable).

- To input for Course/Fee Description.
  *For tuition fees, e.g. Diploma in Accountancy
  *For Overseas Trips Programme, e.g. Trip ID & Trip Description

- To input for Withdrawal Amount.

- Please call **6260 0777** to confirm if you have a Post-Secondary Education Account (PSEA) and balance amount before submitting.

Note:
- To check with SP, if you are required to enter more than one course information.
- Click “No” if only one course information is required to be entered.

(4) PSEA Ad Hoc Withdrawal FormSG (Using Own PSEA)

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

Note:

- Click on the checkbox to give authorization.

Note:

- Click “Submit now” to complete application.

(1) PSEA Ad Hoc Withdrawal FormSG (Login Page)

(IHL) PSEA Ad Hoc Withdrawal - ABC

3 mins estimated time to complete

If using sibling's PSEA, click on the link below to go to another form

Instructions

Note:
If you intend to also use sibling's PSEA, please go to https://xxx.xxx.xxx
****

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

Sign in with Singpass to access this form.
Your Singpass ID will be included with your form submission.

(IHL) PSEA Ad Hoc Withdrawal - ABC (S)

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 and siblings' 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.

IMPORTANT:
If using sibling's PSEA, please ensure that the email address of the parent/sibling is correct in order for him/her to receive the authorisation request. The parent/sibling has up to 7 calendar days to authorise request for the use of sibling's PSEA. If any of the required authorisation is not given within 7 calendar days upon submitting the application, MOE will reject the application.



Log in with Singpass

Sign in with Singpass to access this form.
Your Singpass ID will be included with your form submission.

Click button to start

Note to Parent/Legal Guardian submitting for your child/ward below 21 years old:
You need to use your own SingPass account to submit the form instead of your child/ward SingPass account.

(2) PSEA Ad Hoc Withdrawal FormSG (Using Own and/or Sibling's PSEA)

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

25/12/1977

5. Name of Institution or Training Provider

SINGAPORE POLYTECHNIC - FINANCE

5. Name of Institution or Training Provider

SINGAPORE POLYTECHNIC - SP OVERSEAS PROGRAMME

Note to Account Holder/Student:

- If you are not yet 21 years old, please request your Parent/Guardian to submit.
- MOE will reject the application if you have not attained the age of 21.

Note to Parent/Legal Guardian:

- Please ensure that you are using your own SingPass account to submit the form.
- MOE will reject the application if parent/legal guardian submits the form using child/ward's SingPass account.

Note to Applicant:

- These fields apply to the Student or Account Holder that is attending the course / programme.

Note to Applicant:

*For Tuition Fees,

- To select SINGAPORE POLYTECHNIC – FINANCE

*For Overseas Trips Programme,

- To select SINGAPORE POLYTECHNIC – SP OVERSEAS PROGRAMME

(2) PSEA Ad Hoc Withdrawal FormSG (Using Own and/or Sibling's PSEA)

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

1234567

Withdrawal Information #1

7. Usage Category
(Please check with your training provider on the correct usage category to select)

TTF-FULLQ: Tuition Fee - Full Qualification
TTF-OTHERS: Tuition Fee - Others
EPC-LTRIPL: Enrichment Programme - Local Trip
EPC-OTRIP: Enrichment Programme - Overseas Trip
SSG-SKLUPG: SSG Course Fee-Skill Upgrading

TTF-FULLQ

EPC-OTRIP

8. Course Code (optional)
Leave blank if not applicable.

9. Course/Fee Description

Diploma in Accountancy

9. Course/Fee Description

20230097 Overseas Internship Programme

10. Withdrawal Amount
Example: 1000.50

100

11. (2) Add another course code?

No | Yes

Note to Applicant:
- To input Student Card Number.

Note:
*For Tuition fees,
- To select TTF-FULLQ for Usage Category.

*For Overseas Trips Programme,
- To select EPC-OTRIP for Usage Category.
- To input for Course (if applicable).
- To input for Course/Fee Description.
  *For tuition fees, e.g. Diploma in Accountancy
  *For Overseas Trips Programme, e.g. Trip ID & Trip Description
- To input for Withdrawal Amount.
- Please call **6260 0777** to confirm if you have a Post-Secondary Education Account (PSEA) and balance amount before submitting.

Note:
- To check with SP, if you are required to enter more than one course information.
- Click "No" if only one course information is required to be entered.

(4) PSEA Ad Hoc Withdrawal FormSG (Using Own and/or Sibling's PSEA)

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).

1

Use PSEA of First Sibling

12. Name of First Sibling (According to NRIC)

STUDENT A SIBLING 1

13. NRIC No. of First Sibling

T0300000H

14. Age of First Sibling

(As of today)

19

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.

parentofstudentasibling1@email.com

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

100%

Note:

- You may select up to 3 siblings.
- Please call **6260 0777** to confirm if sibling has a Post-Secondary Education Account (PSEA) and balance amount before submitting.

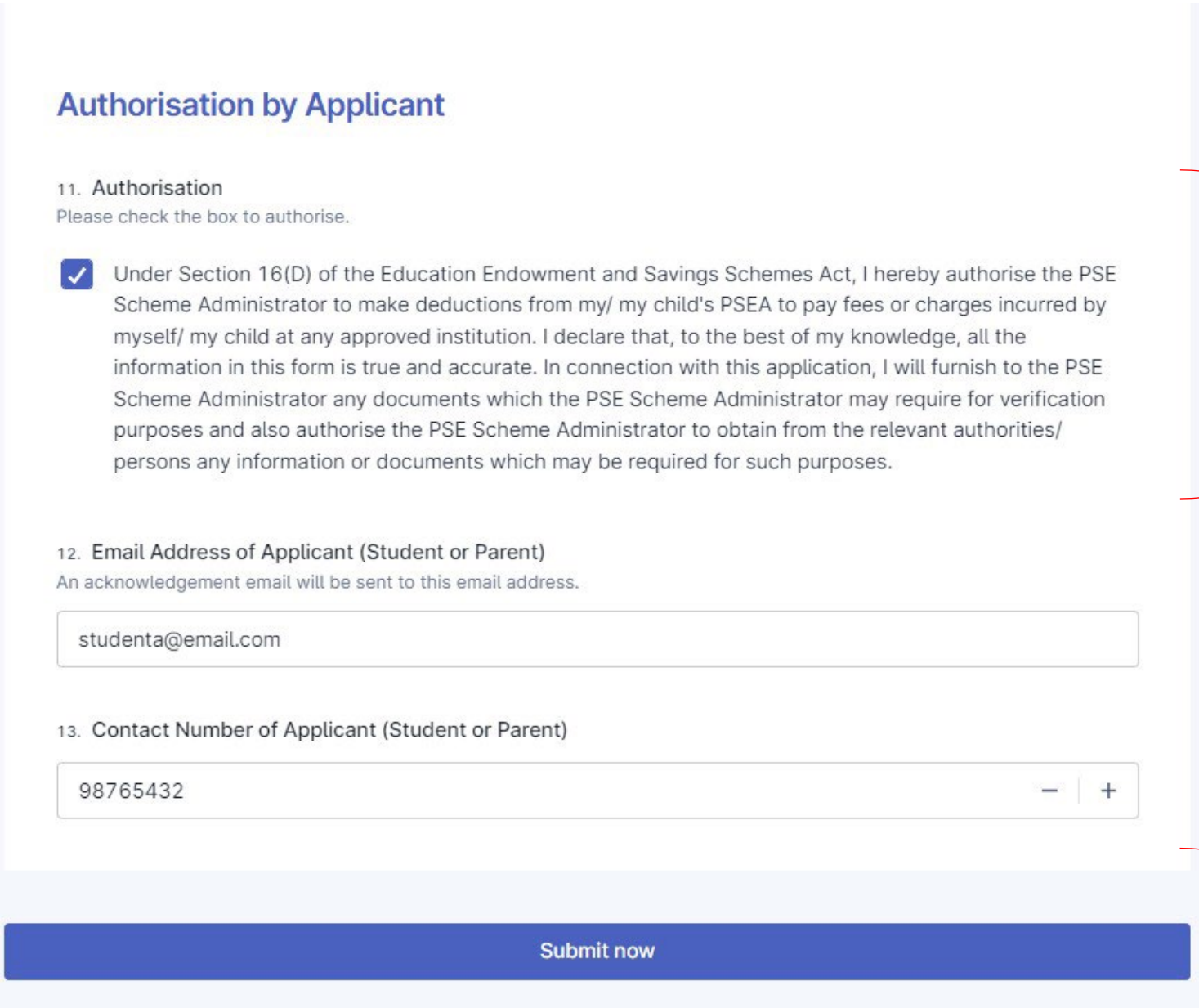
Note on entering sibling's details:

- If using only one sibling's PSEA, enter the details of the sibling.
- If using two siblings' PSEA, enter the details of the sibling whose PSEA will be deducted first, and then enter the details of the sibling whose PSEA will be deducted second.
- If using three siblings' PSEA, enter the details of the sibling whose PSEA will be deducted first, then second and finally third.

Note on using sibling's PSEA:

- If the sibling is 21 years old or above, he/she has to give the authorization himself/herself. Please enter the sibling's email address so that MOE can send an email to the sibling, informing him/her to give the authorization.
- If the sibling is below 21 years old, no further authorization is required if the form is submitted by the parent. If the form is submitted by the student, the student should enter the parent's email address so that MOE can notify the parent via email to give the authorization on behalf of the sibling(s).

(5) PSEA Ad Hoc Withdrawal FormSG (Using Own and/or Sibling's PSEA)



Note:

- Click on the checkbox to give authorization.

Note:

- Click "Submit now" to complete application.

FAQ

Q1	**I do not have a SingPass account. Can I use my child/sibling/relative's SingPass account instead?** You are required to use your own SingPass account to log in and submit the form. If student is below 21 years old, the parent/legal guardian is required to use his/her own SingPass account to authorize for the student. Please visit https://www.singpass.gov.sg to obtain a SingPass account if you do not have one.
Q2	**I could not find the name of my Institution/Training Provider from the drop-down list.** Please inform your Institution/Training Provider to contact MOE directly for assistance.
Q3	**How do I check that I can use my PSEA for the course that I would like to attend or sign-up?** For SSG and SG-Enable courses, you may be required to provide the 'course code' in the online application. Please visit https://www.myskillsfuture.gov.sg/content/portal/en/index.html or contact the institution/training provider to check if the course that you are interested to attend allows the use of PSEA.
Q4	**My Institution/Training Provider informed me that my application has not reached them. Why?** There could be several reasons for MOE not to forward the application to your Institution/Training Provider. a) Application has been rejected. An email will be sent to you explaining the reason(s) for the rejection and the follow-up action required; or b) Authorisation to use the sibling's PSEA has not been given by the sibling (if he/she is 21 years or above) or by the parent (if the sibling is below 21 years of age). If authorization is not given within 7 calendar days upon submission of the application, MOE may reject your withdrawal application. For more information on PSEA, please visit MOE website at https://www.moe.gov.sg/financial-matters/psea