Applicable for Enrichment Programmes only

DOCUMENT CHECKLIST
PSEA - Reimbursement/Usage of Funds for Enrichment Programmes (EPC)

Submitting for:  □ EPC-LTRIP (local trip)  □ EPC-OTRIP (overseas trip)  □ EPC-SPORTS

Applicant’s Name: _____________________________  Matric no.: _______________  Contact No.: _____________

Name of Programme: _____________________________
(eg. GEM Explorer, GEM Discoverer / Prelude / Summer Studies / Fee Paying & University Name)

Start Date of Programme: _____________________________  End Date of Programme: _____________________________

☐ Yes, programme has been completed.
This form is submitted within 2 months from the date of programme completion together with the following:

☐ Original copy of PSEA Adhoc Withdrawal Form
  ▪ Indicate in the application form the usage category and exact amount to be withdrawn.
  ▪ Indicate the withdrawal amount in Singapore Dollars. It should not exceed the actual costs incurred.

☐ Copy of document(s) (letter/email) indicating all the following.
  i) NTU office/faculty/programme coordinator indicating endorsement / support of your programme
  ii) Name of your host university / organisation
  iii) Duration or Period of your programme

You may provide just one document if all the above 3 pieces of info can be found in the document.

☐ Copy of receipts / invoices showing the actual costs.

☐ Copy of foreign exchange rate/currency convertor (for receipts / invoices in foreign currency).
If not provided, system rate will be applied.

☐ If you are holding on to awards/grants/bursaries/scholarship meant for the programme, please indicate

  ▪ Name of awards/grants/bursaries/scholarship: ___________________________________________________
  ▪ Coverage of awards/grants/bursaries/scholarship from the program: S$

The maximum amount of PSEA funds you can withdraw is the fees charged minus the coverage of your awards/grants/bursaries/scholarship.

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<th>Foreign Currency</th>
<th>Exchange Rate</th>
<th>SGD</th>
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<td>Program fees</td>
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<td>Airfare (to/fro)</td>
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*Only application form with complete set of supporting documents will be processed.*