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- Indicate in the application form the **usage category** and **exact amount to be withdrawn.**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.

	Foreign Currency	Exchange Rate	SGD
☐ Program fees	_____	_____	_____
☐ Airfare (to/fro)	_____	_____	_____
☐ Travel Insurance	_____	_____	_____
☐ VISA	_____	_____	_____
☐ Accommodation	_____	_____	_____
☐ Compulsory health screenings/vaccination	_____	_____	_____
		TOTAL :	==========

*Only application form with complete set of supporting documents will be processed.