

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.: U _____ 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 - Indicate in the application form the **usage category** and **exact amount to be withdrawn**.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.
 - Original copy of completed GIRO Direct Credit Form endorsed by the bank.
 - PSEA funds will be credited directly to the designated bank account indicated in the GIRO Direct credit form.
Please submit only if there is No Giro Account set up previously. For clarification, email to ubs@ntu.edu.sg.
 - 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.*

	<u>Foreign Currency</u>	<u>Exchange Rate</u>	<u>SGD\$</u>
<input type="checkbox"/> Program fees	_____	_____	_____
<input type="checkbox"/> Airfare (to/fro)	_____	_____	_____
<input type="checkbox"/> Travel Insurance	_____	_____	_____
<input type="checkbox"/> VISA	_____	_____	_____
<input type="checkbox"/> Accommodation	_____	_____	_____
<input type="checkbox"/> Compulsory health screenings/vaccination	_____	_____	_____
		TOTAL :	=====

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

GIRO DIRECT CREDIT AUTHORISATION FOR SINGAPORE DOLLARS

SS-04

This form is applicable to the Student of Nanyang Technological University and is the "Account Holder" designated below. Payment would be credited directly into the student's designated bank account stated below. The student has to complete Part I of the form **and** obtain his banker's certification in Part II. Any alteration must be initiated by the authorised signatory. This entire form and your reimbursement claim form must be returned to:

**Nanyang Technological University
NTU Shared Services
Level 5, Student Services Centre (SSC)
42 Nanyang Avenue
Singapore 639815**

PART I (To be completed by Student)

Student's Name and Address

Mr / Ms _____

Student's NRIC No / _____

FIN No (For Foreigner) _____

Matric No : _____

Contact No : _____

E-mail Add : _____

(NTU's Intranet Account)

Particulars of bank account

(Bank No. & Branch No. can be found at the bottom of your bank cheque)

Bank No.

Branch No.

Account No.

Swift BIC.

Name of Account Holder

I hereby authorise Nanyang Technological University to credit payments to me to the above account. Amounts so credited would constitute valid discharge of obligations due to me.

This authorisation shall continue to be in force until I have expressly revoked it by notice in writing delivered to you.

In the event of a change of bank account, I shall inform you in writing 30 days in advance before the change.

_____ Date

_____ Authorised Signature of the Account Holder (as in bank's record)

PART II (To be completed by Student's Bank specified above)

To: Nanyang Technological University

We hereby certify that the signature affixed in Part I above is/are consistent with our records and the particulars of the account are correct.

_____ Name of Bank & Official Stamp

_____ Authorised Signature & Date