



# MINISTRY OF EDUCATION

## ADHOC APPLICATION FOR USE OF POST SECONDARY EDUCATION ACCOUNT

Please note: You may need 5 minutes to fill in this form. MOE will not be able to process your application if you provide wrong (especially NRIC / BC No.) or incomplete information. Please read instructions carefully.

<b>Part 1 (Compulsory)</b>	<b>To be completed by student – please write clearly</b>				
Name as in NRIC/BC:	<table border="1" style="width: 100%; height: 20px;"></table>				
Contact No:	<table border="1" style="width: 100px; height: 20px;"></table>	NRIC/BC No:	<table border="1" style="width: 100px; height: 20px;"></table>		
Institution Name:	<table border="1" style="width: 150px; height: 20px;"><tr><td>Nanyang Technological University (NTU)</td></tr></table>	Nanyang Technological University (NTU)	Student Matric No:	<table border="1" style="width: 100px; height: 20px;"><tr><td>U</td></tr></table>	U
Nanyang Technological University (NTU)					
U					
Usage Category (refer to next page)	<table border="1" style="width: 100%; height: 20px;"></table>				
Withdrawal Purpose:	SEM _____ AY _____	Withdrawal Amount:	<b>S\$</b> _____		

<b>Part 2 (Optional)</b>	<p style="color: red;"><b>Please leave this section blank if student is using his/her own PSEA only.</b></p> <p><i>To use the PSEA of siblings(s), please complete below. Sibling refers to natural / adopted / step-sibling.</i></p>																										
Deduction Priority	First	Next	Last																								
Name Of Sibling	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>																								
NRIC/BC No of Sibling	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>																								
Maximum Amount To Use (% of Fees) <i>(Place a ✓ at the appropriate box)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	25%	50%	75%	100%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	25%	50%	75%	100%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	25%	50%	75%	100%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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For Siblings Aged 21 and Above	<p>Under Section 16(D) of the Education Endowment and Savings Schemes Act, I/we hereby authorise the PSE Scheme Administrator to make deductions from my / our PSEA to pay fees or charges incurred by my / our sibling named in Part 1 at any approved institution.</p> <p style="text-align: center;"> <table style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Signature</td> </tr> </table> </p>			_____	_____	_____	Signature	Signature	Signature																		
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Signature	Signature	Signature																									
<p><b>Note: If there are errors or omissions in the information on sibling(s), only the student's PSEA will be used for the deduction of fees.</b></p>																											

<b>Part 3 (Compulsory)</b>	<p><b>To be completed by Parent / Legal Guardian or by Student Aged 21 and above</b></p> <p><i>The below MUST be signed by Parent/ Legal Guardian if above student or sibling/s whose PSEA used (in Part 2) is/are below the age of 21 years</i></p>		
<p>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 (children's) PSEA to pay fees or charges incurred by myself / my child at any approved institution.</p> <p>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 undertake to 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.</p>			
Name of Parent / Legal Guardian	NRIC of Parent / Legal Guardian	Signature of Parent / Legal Guardian <i>(If student/sibling(s) is/are below 21 years old)</i>	Signature of Student <i>(Aged 21 and above)</i>
			Date

**To be completed by MOE**

Batch No	Entered by	Date

**Please refer to instruction on next page**

## INSTRUCTIONS ON COMPLETION OF FORM

Any cancellations on the form will require a countersign. Do not use correction fluid or correction tape on the form.

### Part 1

This part must be completed by the student.

Note: If the student has a PSEA, deduction of fees will always be made from his/her PSEA first.

List of Usage Category:

Usage Category	Withdrawal Purpose	Remarks
TTF-FULLQ	Tuition fees and/or compulsory miscellaneous fees (Full Qualification)	Ad Hoc Withdrawal is not applicable to you if you have already established a PSEA Standing Order during polytechnic/university studies.  The PSEA funds may not be released in time to pay for your tuition/miscellaneous fees by payment due date. For overdue payments, a late payment fee will be charged by the University. Students are advised to pay the outstanding fees first even after they have submitted the PSEA application. Once the PSEA funds are in, the amount withdrawn will be reimbursed to the student.
TTF-OTHERS	Compulsory NTU hostel-related fees	Only applicable to Renaissance Engineering Programme (REP) students staying in hostel.
	Compulsory screening/vaccination fees required by Lee Kong Chian School of Medicine	Only applicable to MED students.
EPC-LTRIP	Enrichment local events/programmes	Refer to the Checklist for the list of documents to be submitted together with this form.
EPC-OTRIP	Enrichment overseas events/programmes	
EPC-SPORTS	Enrichment sports related events/programmes	

### Part 2

This part is to be completed if the student is requesting to use his sibling(s)' PSEA. If the student is using his own PSEA only, this part need not be completed.

- Sibling who is/are 21 years old and above need to authorise the usage of his/her PSEA by signing in this part of the form. If any one of the siblings is below 21 years old, parent's authorisation is required by signing Part 3 of this form.
- A student may request to deduct funds from up to 3 siblings' PSEA. However, if the student has a PSEA, deduction will first be made from his own account. Any shortfall will then be deducted from the sibling's account labelled "First" under the column heading "Deduction Priority". If there is still shortfall, deduction will be made from the sibling's account labelled "Next", followed by the account labelled "Last". Please see the examples below:

Scenario 1: When the student has PSEA balance of \$200

	Student	Sibling	Sibling	Sibling
PSEA Balance	\$200	\$200	\$400	\$400
Deduction Priority		First	Next	Last
Maximum Amount To Use		100%	25%	50%
Example	Course Fees	Amount Deducted		
A	\$350	\$200	\$150	
B	\$500	\$200	\$200	\$100
C	\$1,000	\$200	\$200	\$250 (25% of \$1000)

Scenario 2: When the student does not have PSEA or his/her PSEA balance is \$0

	Student	Sibling	Sibling	Sibling
PSEA Balance	-	\$200	\$400	\$400
Deduction Priority		First	Next	Last
Maximum Amount To Use		100%	25%	50%
Example	Course Fees	Amount Deducted		
D	\$250	-	\$200	\$50
E	\$700	-	\$200	\$175 (25% of \$700)

### Part 3

This part authorises the use of the PSEA by the student and/or Parent/Legal Guardian.

#### a) "By Parent/Legal Guardian"

This section must be signed by a parent/guardian if the student or any sibling whose account is to be used is below 21 years old. A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

#### b) "By Student"

This section must be signed by the student, if he is 21 years old or above.