

Checklist for submission of PSEA Forms

| Items to be checked | |
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| Type of PSEA Form submitted | <ol style="list-style-type: none"> 1. <u>PSEA Adhoc Withdrawal Form</u> For one-time withdrawal of <ul style="list-style-type: none"> • Annual fees / Tuition fees • Fee for enrichment programme / Overseas Immersion Programme (OIP) / Overseas Exposure Programme (OEP) Required to submit a new Ad Hoc Withdrawal form for each semester. 2. <u>Standing Order Form</u> Ongoing withdrawal for payment of Tuition Fees and Annual Fees. Need only submit form once as PSEA Funds will be automatically withdrawn each semester. |
| Details completed on application form | <ol style="list-style-type: none"> 1. <u>Usage Category</u> For Tuition Fees and Miscellaneous Fees: TTF-FULLQ. (refer to instructions on Page 2 of application form) 2. <u>Course/ Fee Description</u> To indicate the correct fee description. 3. <u>Course/ Fee Amount</u> To indicate amount to be withdrawn clearly. 4. <u>Sibling's Details only if using the PSEA of siblings</u> To indicate Name/ IC/ % of Fees clearly. |
| Amendments on form to be countersigned | <ol style="list-style-type: none"> 1. Amendments made on the application form must be countersigned. 2. No correction tape to be used on form. |
| Application form signed and dated | <ol style="list-style-type: none"> 1. <u>Part 3 of Application Form to be completed by Student/ Parent/ Legal Guardian/ Sibling(if applicable)</u> <ul style="list-style-type: none"> • Must be signed by student if he is 21 years old and above and siblings who authorize use of their PSEA if they are 21 years old and above. • Must be signed by parent/ guardian if student or sibling is below 21 years old. |

Have you checked through your PSEA Form?

