

# MINISTRY OF EDUCATION STANDING ORDER 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.

For Siblings Aged 21 and Above  Note: If there are errors or omis	Please leave this section To use the PSFA of sibling	NRIC/BC No	-				
Part 2 (Optional)  Deduction Priority  Name Of Sibling as in Sibling's NRIC/BC  NRIC / BC No of Sibling  Maximum Amount To Use (% of Fees) (Place a √ at the appropriate box)  For Siblings Aged 21 and Above  Note: If there are errors or omis		NRIC/BC No	-				
Part 2 (Optional)  Deduction Priority  Name Of Sibling as in Sibling's NRIC/BC  NRIC / BC No of Sibling  Maximum Amount To Use (% of Fees) (Place a √ at the appropriate box)  For Siblings Aged 21 and Above  Note: If there are errors or omis							
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Name Of Sibling as in Sibling's NRIC/BC  NRIC / BC No of Sibling  Maximum Amount To Use (% of Fees) (Place a √ at the appropriate box)  For Siblings Aged 21 and Above  Note: If there are errors or omis	step-sibling.			er own PSEA only. ing refers to natural / adopted /			
Sibling's NRIC/BC  NRIC / BC No of Sibling  Maximum Amount To Use (% of Fees) (Place a √ at the appropriate box)  For Siblings Aged 21 and Above  Note: If there are errors or omis	First		Next	Last			
Maximum Amount To Use (% of Fees) (Place a √ at the appropriate box)  For Siblings Aged 21 and Above  Note: If there are errors or omis	. [ ] [ ] [ ] [ ]						
For Siblings Aged 21 and Above  Note: If there are errors or omis	% 50% 75% 100%	25% 50'	6 75% 100%	25% 50% 75% 100%			
	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 a any approved institution.						
	Signature		ignature	Signature			
for the deduction of fees.	ssions in the information on sil	oling(s), the SO w	Il still be established l	but only the student's PSEA will be used			
Part 3 (Compulsory)	To be completed by Par The below MUST be signed (in Part 2) is/are below the a	by Parent / Lega	•	ent Aged 21 and above student or sibling(s) whose PSEA used			
Inder Section 16(D) of the Education my / my child's (children's) PS				Scheme Administrator to make deduction			
declare that, to the best of my kn the PSE Scheme Administrator	owledge, all the information in the any documents which the PSE	s form is true and Scheme Administr	accurate. In connection ator may require for ve	n with this application, I undertake to furnisi erification purposes, and also authorise the ch may be required for such purposes.			
Name of Parent / Legal Guardian	NRIC of Parent / Legal Guardian	Signature of Legal Gua (If student/siblin below 21 ye	<b>rdian</b> (Age g(s) is/are	ature of Student Date d 21 and above)			
be completed by MOE							

#### 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.

#### 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.

- a) 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.
- b) 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				
Α	\$350	\$200	\$ 150			
В	\$500	\$200	\$200	\$ 100		
С	\$1,000	\$ 200	\$200	\$250 ( 25% of \$1000)	\$350	

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		
Е	\$700	-	\$200	\$175 ( 25% of \$700)	\$325	

#### 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.