

INSTRUCTIONS ON COMPLETION OF FORM

Part 1

This part must be completed whether the student uses his own or his siblings' PSEA, or both his own and siblings' PSEA.

- a) Name : Enter the student's name as in NRIC/FIN card
 b) Institution Name : Enter the full name of the institution e.g. Singapore Polytechnic
 c) Usage Category

| For Tuition Fees | For Enrichment Programme | For WDA Enrichment Courses only |
|--------------------|--------------------------|---------------------------------|
| TTF-Course | EPC-Personal Development | WDA-Skill Upgrading |
| TTF-Mandatory Fees | EPC-Local Trip | WDA-Personal Development |
| TTF-Others | EPC-Overseas Trip | WDA-Others |
| | EPC-Sports | |
| | EPC-Others | |

Part 2

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

- a) Name of sibling : To enter sibling's name as in NRIC/BC/Citizenship Cert

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

| | 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) |

Part 3

This part authorises the use of the PSEA in Part 2..

- a) **"By Student/Parent/Legal Guardian"**

This section must be signed by either

- i. the student, if he is 21 years old or above, or
- ii. a parent/guardian if the student or any sibling whose account is to be used is below 21 years old

- b) **"By Siblings Aged 21 And Above Named In Part 2"**

This section must be signed by siblings who authorise the use of their PSEA if they are 21 years old or above