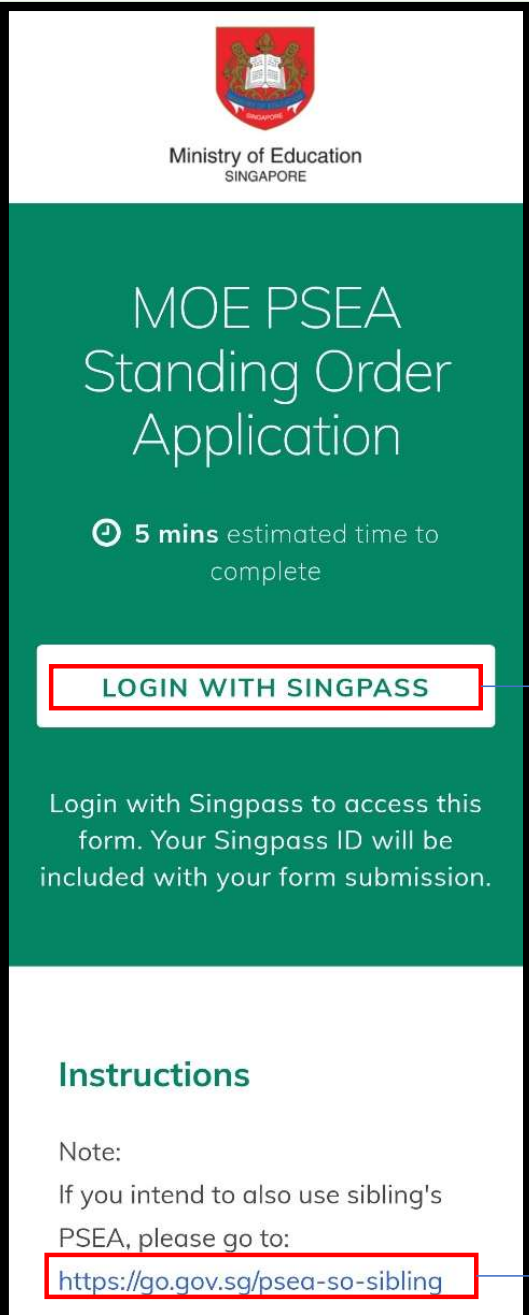




Ministry of Education
SINGAPORE

User Guide Applying PSEA Standing Order

Step 1	Note
 <p data-bbox="517 384 707 424">Ministry of Education SINGAPORE</p> <h2 data-bbox="427 523 797 703">MOE PSEA Standing Order Application</h2> <p data-bbox="439 759 786 826">🕒 5 mins estimated time to complete</p> <p data-bbox="443 914 775 938">LOGIN WITH SINGPASS</p> <p data-bbox="389 1034 837 1134">Login with Singpass to access this form. Your Singpass ID will be included with your form submission.</p> <h3 data-bbox="405 1302 595 1334">Instructions</h3> <p data-bbox="405 1385 786 1497">Note: If you intend to also use sibling's PSEA, please go to:</p> <p data-bbox="405 1513 786 1536">https://go.gov.sg/psea-so-sibling</p>	<p data-bbox="1245 914 1794 938">Step 1: Click “LOGIN WITH SINGPASS”.</p> <p data-bbox="1223 1114 1895 1273">NOTE Please go to https://go.gov.sg/psea-so-sibling if parent/legal guardian/student is also requesting to use the PSEA of his/her sibling(s).</p> <p data-bbox="1223 1329 1883 1401">Refer to Page 8 to view guide on requesting to use the PSEA of his/her sibling(s).</p>

Step 2

Note

singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of filling out your form on form.gov.sg.

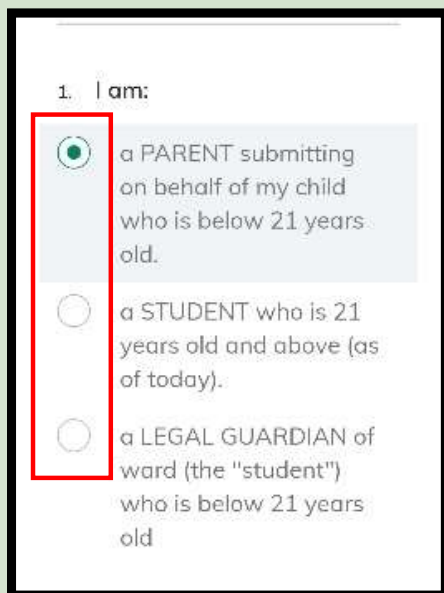
- > Name
- > Date of Birth
- > NRIC/FIN

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Click "I Agree" to continue.

Step 3

Select the appropriate option below:



1. I am:

- a PARENT submitting on behalf of my child who is below 21 years old.
- a STUDENT who is 21 years old and above (as of today).
- a LEGAL GUARDIAN of ward (the "student") who is below 21 years old.

Note

- If you are a **parent/legal guardian**, please ensure that the child/ward/student is below 21 years old at the point of submitting form.
- If you are a **student**, please ensure that you are **21 years of age** at the point submitting the form. Otherwise, your application will be rejected
- If you are a **legal guardian**, please upload the supporting document (e.g. court document) that you are the legal guardian of the ward(s).

Step 3	Note
<p>Details of Parent / Legal Guardian</p> <p>Parent's / Legal Guardian's Name is auto-filled based on SingPass login information.</p> <p>2. Name</p> <p><input type="text" value="Name of Parent"/></p> <p>Details of Student</p> <p>3. Name of Student (According to NRIC)</p> <p><input type="text" value="Student ABC"/></p> <p>4. NRIC Number of Student</p> <p><input type="text" value="TXXXXXXXX"/></p> <p>5. Institution</p> <p>Please select the institution where student is studying at:</p> <p><input type="text"/></p>	<p><input type="text" value="Enter the full name of the student as appeared on NRIC"/></p> <p><input type="text" value="Enter the NRIC number of student"/></p> <p><input type="text" value="Select the name of institution from the dropdown list where student is studying at"/></p>

Step 4

Part 2

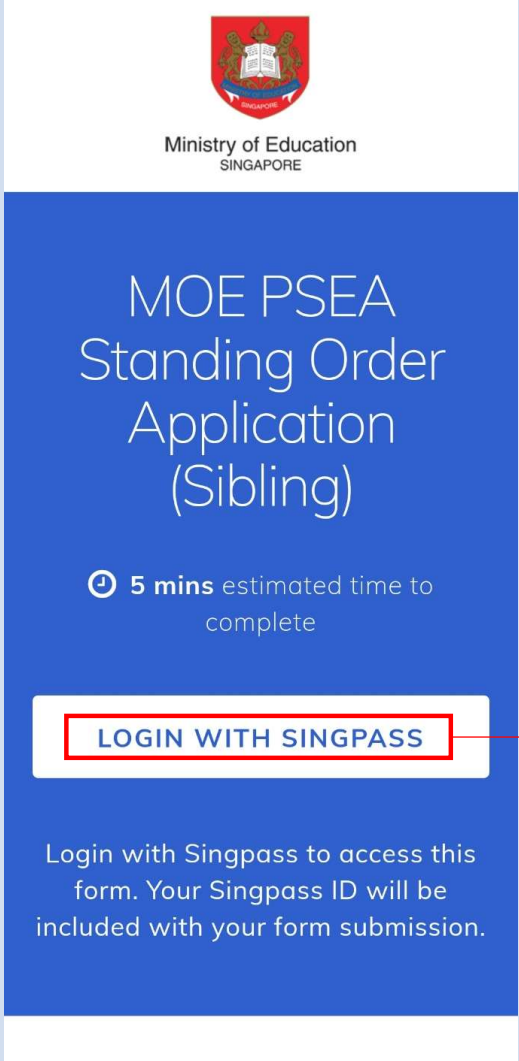
6. Authorisation
Please check the box to authorise.

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 PSEA to pay fees or charges incurred by myself / my child at any approved institution. 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 will furnish to the PSE Scheme Administrator any documents which the PSE Scheme Administrator may require for verification purposes and also

Note

Click/Tick on the box to authorize.

Step 5	Note
<p>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> <p>7. Contact Number of Student or Parent</p> <input data-bbox="439 903 860 1007" type="text" value="XXXXXXXX"/> <p>8. Email (Confirmation) An acknowledgement email will be sent to this email address.</p> <input data-bbox="439 1153 860 1257" type="text" value="me@example.com"/> <input data-bbox="439 1297 860 1401" type="button" value="SUBMIT"/>	<p>Enter an 8-digit contact number (e.g. 98765432)</p> <p>Enter an email address</p> <p>Click “Submit”. [end]</p>

Step 1	Note
 <p data-bbox="512 469 707 512">Ministry of Education SINGAPORE</p> <h2 data-bbox="427 608 797 858">MOE PSEA Standing Order Application (Sibling)</h2> <p data-bbox="436 906 786 975">🕒 5 mins estimated time to complete</p> <p data-bbox="443 1059 779 1091">LOGIN WITH SINGPASS</p> <p data-bbox="387 1179 837 1281">Login with Singpass to access this form. Your Singpass ID will be included with your form submission.</p>	<p data-bbox="1541 172 1653 220">Note</p> <p data-bbox="1240 970 1794 1007">Step 1: Click “LOGIN WITH SINGPASS”.</p>

Step 2

singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of filling out your form on form.gov.sg.

- > Name
- > Date of Birth
- > NRIC/FIN

Clicking the “I Agree” button permits this digital service to retrieve your data based on the [Terms of Use](#).

Note

Click “I Agree” to continue.

Step 3

Select the appropriate option below:

Part 1

1. I am:

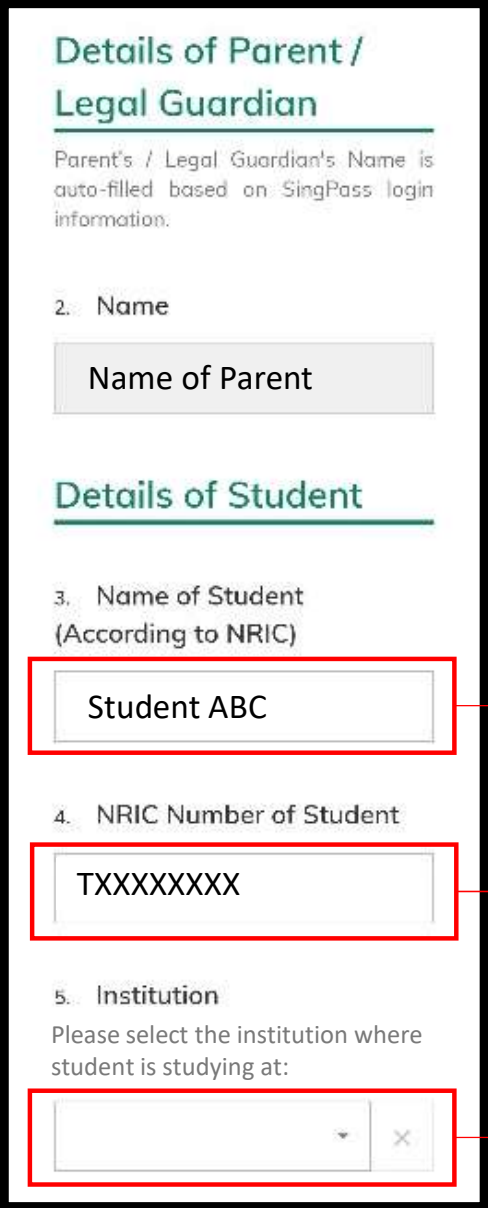
a PARENT submitting on behalf of my child who is below 21 years old

a STUDENT who is 21 years old and above (as of today)

a LEGAL GUARDIAN of the ward (the "student) who is below 21 years old

Note

- If you are a **parent/legal guardian**, please ensure that the child/ward/student is below 21 years old at the point of submitting form.
- If you are a **student**, please ensure that you are **21 years of age** at the point submitting the form. Otherwise, your application will be rejected
- If you are a **legal guardian**, please upload the supporting document (e.g. court document) that you are the legal guardian of the ward(s).

Step 4	Note
 <p>Details of Parent / Legal Guardian</p> <p>Parent's / Legal Guardian's Name is auto-filled based on SingPass login information.</p> <p>2. Name</p> <p>Name of Parent</p> <p>Details of Student</p> <p>3. Name of Student (According to NRIC)</p> <p>Student ABC</p> <p>4. NRIC Number of Student</p> <p>TXXXXXXXX</p> <p>5. Institution</p> <p>Please select the institution where student is studying at:</p> <p>[Dropdown menu]</p>	<p>Enter the full name of the student as appeared on NRIC</p> <p>Enter the NRIC number of student</p> <p>Select the name of institution from the dropdown list where student is studying at</p>

Step 5

Note

Part 2

6. How many of your other children's PSEA would you like to use?

In addition to the student's own PSEA, parent may request to use the PSEA of up to three other children (the student's siblings). The student's PSEA will be deducted first. Any shortfall will then be deducted from the sibling's PSEA in order of first, then second (if any) and finally third (if any).



You may request to tap the PSEA of **up to 3** siblings from the dropdown list.

Step 5a	Note
<div data-bbox="383 256 904 1492"><h3 data-bbox="414 288 779 395">Use PSEA of First Sibling</h3><p data-bbox="414 480 772 555">7. Name of First Sibling (According to NRIC)</p><input data-bbox="414 576 875 671" type="text" value="Sibling of Student A"/><p data-bbox="414 740 815 772">8. NRIC No. of First Sibling</p><input data-bbox="414 783 875 879" type="text" value="TXXXXXXXX"/><p data-bbox="414 959 757 1038">9. *Age of First Sibling (As of today)</p><input data-bbox="414 1059 875 1155" type="text" value="19"/><p data-bbox="414 1222 864 1342">10. Maximum Amount of PSEA to Use (% of Fees) - First Sibling</p><input data-bbox="414 1362 875 1458" type="text" value="50%"/></div>	<ul data-bbox="1128 252 2033 392" style="list-style-type: none">• Refer to Annex A to view example of Deduction from PSEA of sibling(s).• Repeat Step 5a if using more than 1 sibling’s PSEA. <div data-bbox="1160 576 1778 671"><p>Enter the Name of the First sibling that you would like to tap on.</p></div> <div data-bbox="1160 783 1778 879"><p>Enter the NRIC number of the First sibling.</p></div> <div data-bbox="1160 1059 1778 1155"><p>Enter the Age of the First sibling.</p></div> <div data-bbox="1160 1362 1778 1458"><p>Enter the maximum percentage of fees to be deducted from sibling’s PSEA.</p></div>

Step 5b	Note
<p data-bbox="456 264 752 341">Use PSEA of Second Sibling</p> <p data-bbox="456 395 745 451">11. Name of Second Sibling (According to NRIC)</p> <p data-bbox="456 469 770 526">Sibling of Student A</p> <p data-bbox="456 576 703 632">12. NRIC No. of Second Sibling</p> <p data-bbox="456 649 770 707">SXXXXXXXX</p> <p data-bbox="456 756 734 812">13. *Age of Second Sibling (As of today)</p> <p data-bbox="456 829 781 887">23</p> <p data-bbox="456 936 757 992">14. Email Address of Second Sibling</p> <p data-bbox="456 1007 775 1075">An email will be sent to the sibling for him/her to authorise the use of his/her PSEA to pay for approved fees.</p> <p data-bbox="456 1106 775 1174">The sibling has up to 7 calendar days upon receipt of the email to approve the request.</p> <p data-bbox="456 1189 770 1235">If no approval is given, MOE will reject the whole application.</p> <p data-bbox="456 1252 781 1310">xxx@email.com</p> <p data-bbox="456 1359 712 1445">15. Maximum Amount of PSEA to Use (% of Fees) - Second Sibling</p> <p data-bbox="456 1463 770 1520">100%</p>	<p data-bbox="1301 703 1917 1002">If the sibling is 21 year old or above, enter the sibling’s email address. An email will be sent to the sibling for him/her to authorize your request to use his/her PSEA.</p> <p data-bbox="1301 1082 1917 1380">If the sibling is below 21 years old, enter the parent’s email address instead*.</p> <p data-bbox="1301 1278 1890 1358">* Not required to enter email address if the form is submitted by the parent.</p>

Step 6	Note
<p data-bbox="465 304 577 339">Part 3</p> <p data-bbox="465 408 689 435">16. Authorisation</p> <p data-bbox="465 451 797 475">Please check the box to authorise.</p> <p data-bbox="465 496 831 1437"><input checked="" type="checkbox"/> 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 PSEA to pay fees or charges incurred by myself/ my child at any approved institution. 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 will furnish to the PSE Scheme Administrator any documents which the PSE Scheme Administrator may require for verification purposes and also</p>	<p data-bbox="1200 384 1697 419">Click/Tick on the box to authorize.</p>

Step 5	Note
<p>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> <p>7. Contact Number of Student or Parent</p> <input data-bbox="439 901 857 1007" type="text" value="XXXXXXXX"/> <p>8. Email (Confirmation) An acknowledgement email will be sent to this email address.</p> <input data-bbox="439 1150 857 1256" type="text" value="me@example.com"/> <p><input data-bbox="439 1295 857 1401" type="button" value="SUBMIT"/></p>	<p></p> <p>Enter an 8-digit contact number (e.g. 98765432)</p> <p>Enter an email address</p> <p>Click “Submit”. [end]</p>

Step 1

Note

(1) Authorisation by Sibling
for use of PSEA

2 mins estimated time to complete

LOGIN WITH SINGPASS

Login with Singpass to access this form. Your Singpass ID will be included with your form submission.

Instructions

Background:

Your sibling / Your child (the student) is setting up a PSEA Standing Order and has also requested to use your PSEA / your other child's PSEA to pay for all future withdrawals to pay for approved fees/charges at an approved institution.

A student may request to deduct funds from up to 3 siblings' Post-Secondary Education Account (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 siblings' PSEA.

This online form is for you to allow the student to use your / your child's PSEA to pay for approved fees/charges at an approved institution.

For more information of PSEA, visit MOE-PSEA website at:
<https://www.moe.gov.sg/financial-matters/psea>

Step 1: Click “**LOGIN WITH SINGPASS**”.

- If sibling is 21 years old or above, please use own Singpass Account to login to the form.
- If sibling is below 21 years old*, parent/guardian shall use parent/guardian’s own Singpass Account to login to the form.

*Application submitted using Singpass account of sibling who is below 21 years old will be rejected.

Step 2

Note

1. Name

Name of Parent/Sibling

Part 1 : Details of Student

Please indicate the Name and NRIC number of the student who will be using your / the sibling's PSEA.

2. Name of Student (As in NRIC)

Sibling ABC

3. NRIC of Student

SXXXXXXXX

Part 2: Authorisation

4. I am:

the SIBLING of the student (1)

5. Authorisation (By Parent or Sibling Age 21 and Above)

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 children's PSEA to pay fees or charges incurred by the Student named in Part 1 at any approved institution.

6. My Email Address

An acknowledgement email will be send to this address:

me@example.com

SUBMIT

Enter Name and NRIC of student/sibling whom you are allowing to tap on your PSEA/sibling's PSEA

Click/Tick on the box to authorize.

Click **“Submit”**. [end]

Annex A

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)	\$350