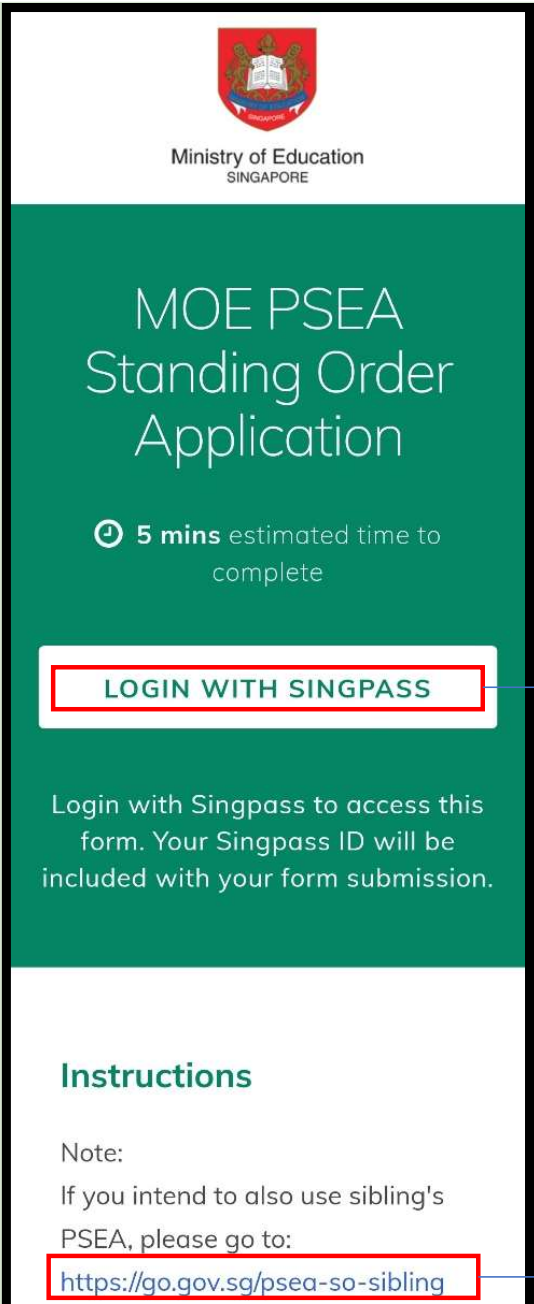
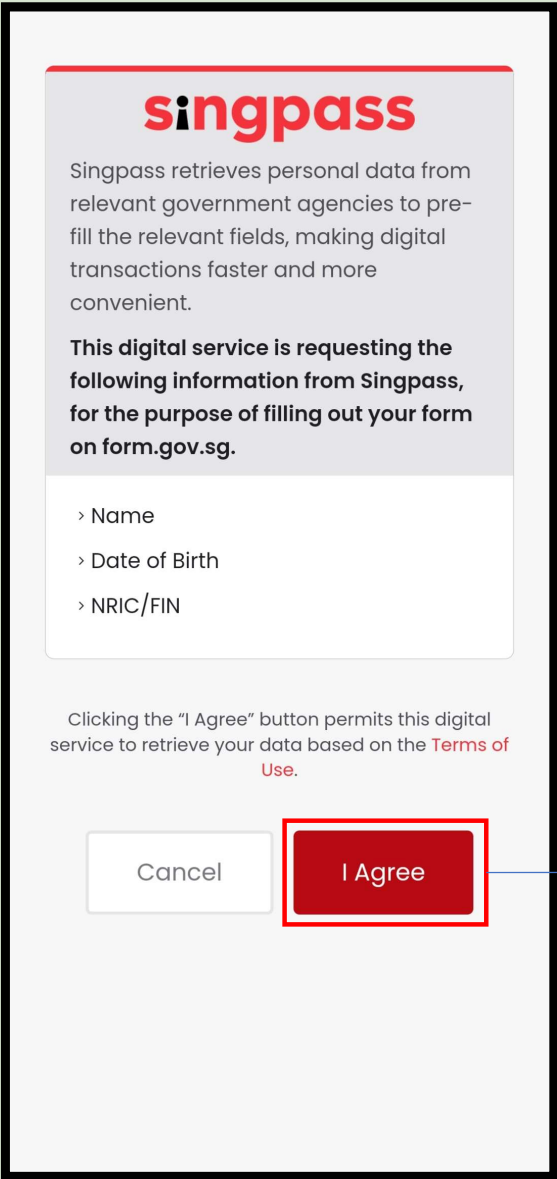




Ministry of Education  
SINGAPORE

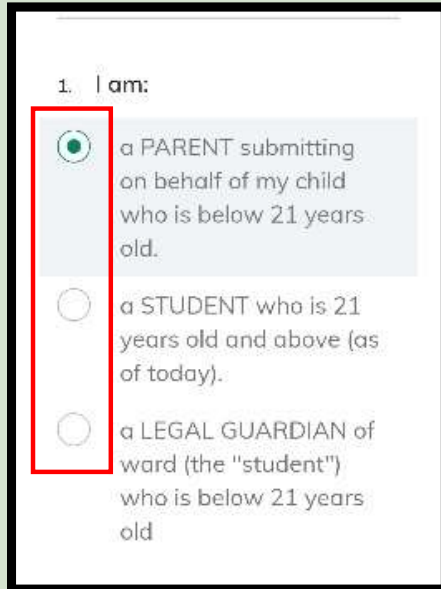
# User Guide Applying PSEA Standing Order

Step 1	Note
 <p data-bbox="515 383 710 422">Ministry of Education SINGAPORE</p> <h2 data-bbox="430 518 799 710">MOE PSEA Standing Order Application</h2> <p data-bbox="436 758 788 821"> <b>5 mins</b> estimated time to complete</p> <p data-bbox="445 912 777 941"><b>LOGIN WITH SINGPASS</b></p> <p data-bbox="387 1034 837 1133">Login with Singpass to access this form. Your Singpass ID will be included with your form submission.</p> <h3 data-bbox="405 1300 595 1332">Instructions</h3> <p data-bbox="405 1380 470 1404">Note:</p> <p data-bbox="405 1423 788 1497">If you intend to also use sibling's PSEA, please go to:</p> <p data-bbox="405 1508 788 1540"><a href="https://go.gov.sg/psea-so-sibling">https://go.gov.sg/psea-so-sibling</a></p>	<p data-bbox="1240 912 1794 941"><b>Step 1:</b> Click “<b>LOGIN WITH SINGPASS</b>”.</p> <p data-bbox="1223 1114 1305 1145"><b><u>NOTE</u></b></p> <p data-bbox="1223 1157 1897 1273">Please go to <a href="https://go.gov.sg/psea-so-sibling">https://go.gov.sg/psea-so-sibling</a> if parent/legal guardian/student is also requesting to use the PSEA of his/her sibling(s).</p> <p data-bbox="1223 1324 1883 1401">Refer to <b>Page 8</b> to view guide on requesting to use the PSEA of his/her sibling(s).</p>

Step 2	Note
 <p><b>singpass</b></p> <p>Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.</p> <p><b>This digital service is requesting the following information from Singpass, for the purpose of filling out your form on form.gov.sg.</b></p> <ul style="list-style-type: none"><li>&gt; Name</li><li>&gt; Date of Birth</li><li>&gt; NRIC/FIN</li></ul> <p>Clicking the "I Agree" button permits this digital service to retrieve your data based on the <a href="#">Terms of Use</a>.</p> <p><input type="button" value="Cancel"/> <input type="button" value="I Agree"/></p>	<p>Click "I Agree" to continue.</p>

## 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

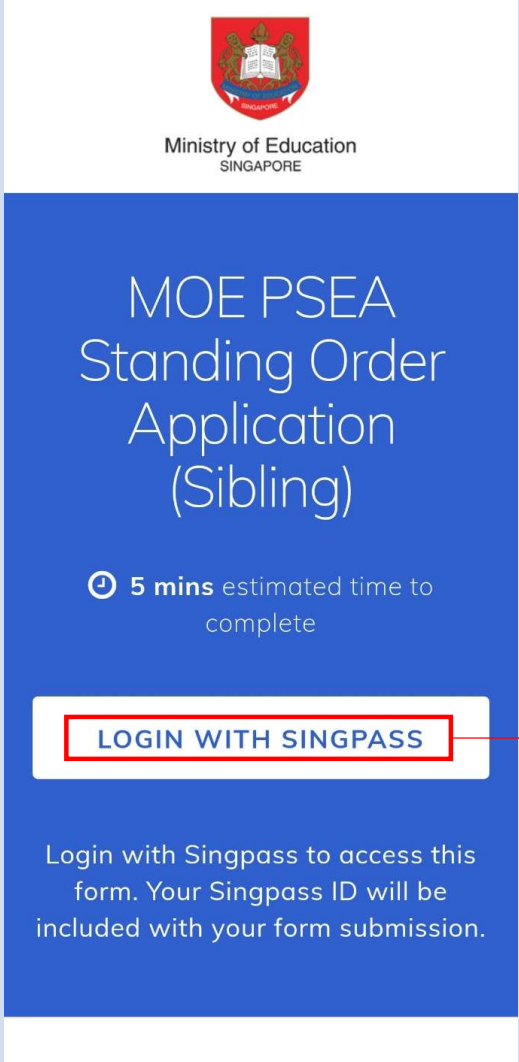
## Note

- 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).

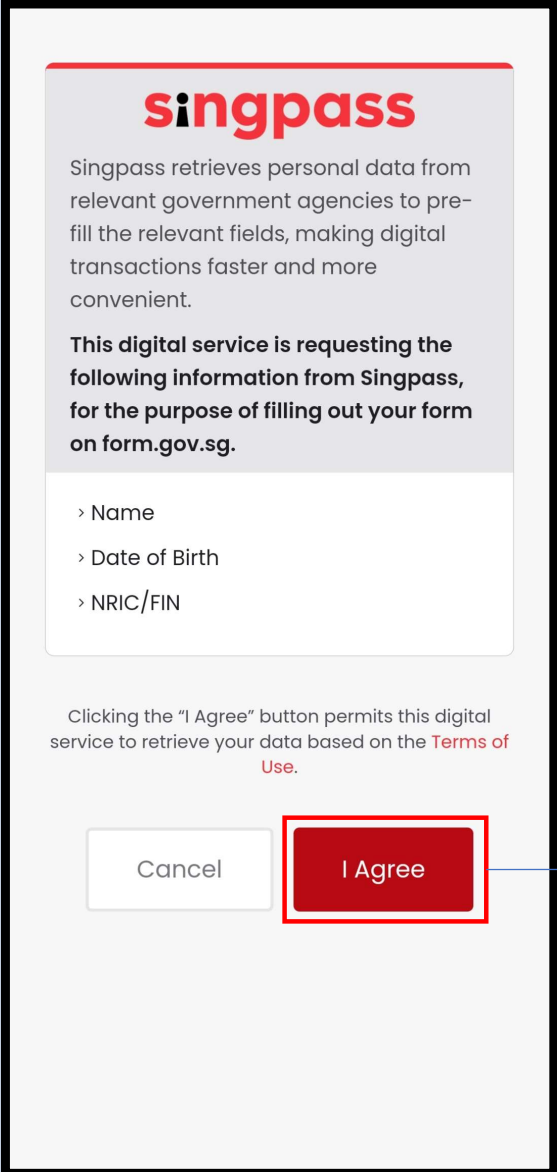
Step 3	Note
<div><h3>Details of Parent / Legal Guardian</h3><p>Parent's / Legal Guardian's Name is auto-filled based on SingPass login information.</p><p>2. Name</p><div>Name of Parent</div></div> <div><h3>Details of Student</h3><p>3. Name of Student (According to NRIC)</p><div>Student ABC</div><p>4. NRIC Number of Student</p><div>TXXXXXXXX</div><p>5. Institution</p><p>Please select the institution where student is studying at:</p><div></div></div>	<div>Enter the full name of the student as appeared on NRIC</div> <div>Enter the NRIC number of student</div> <div>Select the name of institution from the dropdown list where student is studying at</div>

Step 4	Note
<div data-bbox="414 253 900 1469"><p><b>Part 2</b></p><p>6. <b>Authorisation</b> Please check the box to authorise.</p><div data-bbox="443 491 521 571"><input type="checkbox"/></div><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 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></div>	<div data-bbox="1160 352 1742 448"><p><b><u>Click/Tick</u> on the box to authorize.</b></p></div>

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> <p>XXXXXXX</p> <p>8. Email (Confirmation)</p> <p>An acknowledgement email will be sent to this email address.</p> <p>me@example.com</p> <p><b>SUBMIT</b></p>	<p>Enter an 8-digit contact number (e.g. 98765432)</p> <p>Enter an email address</p> <p>Click <b>"Submit"</b>. [end]</p>

Step 1	Note
	<p data-bbox="1240 970 1800 1008"><b>Step 1: Click “LOGIN WITH SINGPASS”.</b></p>



Step 2	Note
 <p><b>singpass</b></p> <p>Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.</p> <p><b>This digital service is requesting the following information from Singpass, for the purpose of filling out your form on form.gov.sg.</b></p> <ul style="list-style-type: none"><li>&gt; Name</li><li>&gt; Date of Birth</li><li>&gt; NRIC/FIN</li></ul> <p>Clicking the "I Agree" button permits this digital service to retrieve your data based on the <a href="#">Terms of Use</a>.</p> <p><input type="button" value="Cancel"/> <input type="button" value="I Agree"/></p>	<p>Click "I Agree" to continue.</p>

## 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
<div data-bbox="416 288 902 1505"> <h3>Details of Parent / Legal Guardian</h3> <p>Parent's / Legal Guardian's Name is auto-filled based on SingPass login information.</p> <p>2. Name</p> <div data-bbox="468 632 848 703"> Name of Parent </div> <h3>Details of Student</h3> <p>3. Name of Student (According to NRIC)</p> <div data-bbox="445 951 871 1046"> Student ABC </div> <p>4. NRIC Number of Student</p> <div data-bbox="445 1134 871 1230"> TXXXXXXXX </div> <p>5. Institution</p> <p>Please select the institution where student is studying at:</p> <div data-bbox="445 1382 871 1477"> <input type="text"/> </div> </div>	<div data-bbox="1189 671 1776 767"> Enter the full name of the student as appeared on NRIC </div> <div data-bbox="1189 999 1776 1094"> Enter the NRIC number of student </div> <div data-bbox="1189 1382 1856 1477"> Select the name of institution from the dropdown list where student is studying at </div>

## 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="380 255 904 1492"> <h3>Use PSEA of First Sibling</h3> <p>7. Name of First Sibling (According to NRIC)</p> <div data-bbox="409 574 875 671">Sibling of Student A</div> <p>8. NRIC No. of First Sibling</p> <div data-bbox="409 783 875 880">TXXXXXXXX</div> <p>9. *Age of First Sibling (As of today)</p> <div data-bbox="409 1056 875 1153">19</div> <p>10. Maximum Amount of PSEA to Use (% of Fees) - First Sibling</p> <div data-bbox="409 1361 875 1458">50% <span>×</span></div> </div>	<ul style="list-style-type: none"> <li>Refer to <b>Annex A</b> to view example of Deduction from PSEA of sibling(s).</li> <li>Repeat Step 5a if using more than 1 sibling's PSEA.</li> </ul> <div data-bbox="1160 574 1778 671">Enter the Name of the First sibling that you would like to tap on.</div> <div data-bbox="1160 783 1778 880">Enter the NRIC number of the First sibling.</div> <div data-bbox="1160 1056 1778 1153">Enter the Age of the First sibling.</div> <div data-bbox="1160 1361 1778 1458">Enter the maximum percentage of fees to be deducted from sibling's PSEA.</div>

Step 5b	Note
<div data-bbox="456 261 752 341"> <p>Use PSEA of Second Sibling</p> </div> <div data-bbox="456 395 743 453"> <p>11. Name of Second Sibling (According to NRIC)</p> </div> <div data-bbox="456 469 770 526"> <p>Sibling of Student A</p> </div> <div data-bbox="456 574 698 632"> <p>12. NRIC No. of Second Sibling</p> </div> <div data-bbox="456 647 770 705"> <p>SXXXXXXXX</p> </div> <div data-bbox="456 756 734 813"> <p>13. *Age of Second Sibling (As of today)</p> </div> <div data-bbox="456 829 770 887"> <p>23</p> </div> <div data-bbox="456 938 752 995"> <p>14. Email Address of Second Sibling</p> </div> <div data-bbox="456 1005 770 1075"> <p>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> </div> <div data-bbox="456 1104 770 1174"> <p>The sibling has up to 7 calendar days upon receipt of the email to approve the request.</p> </div> <div data-bbox="456 1187 770 1235"> <p>If no approval is given, MOE will reject the whole application.</p> </div> <div data-bbox="456 1251 770 1308"> <p>xxx@email.com</p> </div> <div data-bbox="456 1359 707 1449"> <p>15. Maximum Amount of PSEA to Use (% of Fees) - Second Sibling</p> </div> <div data-bbox="456 1465 770 1522"> <p>100% X</p> </div>	<div data-bbox="1299 699 1917 1002"> <p>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> </div> <div data-bbox="1299 1082 1917 1385"> <p>If the sibling is below 21 years old, enter the parent’s email address instead*.</p> <p>* Not required to enter email address if the form is submitted by the parent.</p> </div>

Step 6	Note
<div data-bbox="436 274 875 1453"><p><b>Part 3</b></p><p><b>16. Authorisation</b> Please check the box to authorise.</p><div data-bbox="448 491 521 571"><input checked="" type="checkbox"/></div><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 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></div>	<div data-bbox="1160 352 1742 448"><p><b><u>Click/Tick</u> on the box to authorize.</b></p></div>

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> <p>XXXXXXX</p> <p>8. Email (Confirmation)</p> <p>An acknowledgement email will be sent to this email address.</p> <p>me@example.com</p> <p><b>SUBMIT</b></p>	<p>Enter an 8-digit contact number (e.g. 98765432)</p> <p>Enter an email address</p> <p>Click <b>"Submit"</b>. [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