



Ministry of Education
SINGAPORE

SAMPLE-PSEA STANDING ORDER

🕒 5 mins estimated time to complete

1) Click button to begin.

LOG IN WITH SINGPASS →

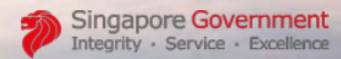
Instructions

The Standing Order (SO) for use of Post-Secondary Education Account (PSEA) is a one-time application and the SO instructions will apply to all future withdrawals from PSEA until the SO is terminated or replaced, regardless of which approved institution you attend.

This online form is for PSEA holder who wishes to use his/her own PSEA for approved fees and charges conducted by the institution. The form is to be completed by either:

Upcoming Scheduled Maintenance

The SingPass system will be undergoing scheduled maintenance to serve you better and will not be available on 4 Aug 2019, from 12am to 8am. Please plan your transactions in advance. Thank you for your understanding.



[Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

2a) Enter SingPass ID and Password.
2b) Click Login.

Log in

Login

Forgot [SingPass ID](#) or [password](#)?

Don't have an account? [Register now](#)

Instructions

The Standing Order (SO) for use of Post-Secondary Education Account (PSEA) is a one-time application and the SO instructions will apply to all future withdrawals from PSEA until the SO is terminated or replaced, regardless of which approved institution you attend.

This online form is for PSEA holder who wishes to use his/her own PSEA for approved fees and charges conducted by the institution. The form is to be completed by either:

- i. the account holder (the student), if he/she is 21 years old or above; OR
- ii. a parent / legal guardian if the account holder (the student) is below 21 years old.

* NOTE: If the student is using sibling's PSEA, please fill in the hardcopy application form and submit to your institution. Click on the link to download the form:

<https://www.moe.gov.sg/docs/default-source/document/education/post-secondary/files/psea-standing-order-form.pdf>

1. You are a:

- ☐ Student (aged below 21 years old as of today).
- ☐ Student (aged 21 years old and above as of today).
- ☐ Parent of child (the "student").
- ☐ Legal guardian of ward (the "student") who is below 21 years old.

3a) Click one of the options button.



SUBMIT

If you are the ACCOUNT HOLDER/STUDENT (age below 21 years old as of today)

Important

If you are below 21 years old, please request your parent or guardian to log in with his/her Singpass Account to submit the PSEA Standing Order application on your behalf

Our online form will not stop you from submitting multiple times using different options (e.g. you are below 21 years old but selected "Parent of child (the "student")" to complete the form. MOE conducts thorough checks and will reject applications that do not meet the eligibility criteria.

1. You are a:

- ☒ Student (aged below 21 years old as of today).
- ☐ Student (aged 21 years old and above as of today).
- ☐ Parent of child (the "student").
- ☐ Legal guardian of ward (the "student") who is below 21 years old.

You are below 21 years old. Please inform your parent/legal guardian to log in with her/her Singpass Account to submit the PSEA Standing Order application on your behalf.

2. Email (Below 21 years old)

An email will be sent to provide you with additional instructions.

me@example.com

SUBMIT

If you are the ACCOUNT HOLDER/STUDENT (age 21 years old and above as of today)

3b) Click "Student (aged 21 years old and above)" if you are the account holder and is 21 years old and above.

1. You are a:

- ☐ Student (aged below 21 years old as of today).
- ☒ Student (aged 21 years old and above as of today).
- ☐ Parent of child (the "student").
- ☐ Legal guardian of ward (the "student") who is below 21 years old.

Student Details

2. Name

[Redacted Name]

3. Date of birth

[Redacted Date of Birth] X

4a) Name of account holder/student will appear.

4b) Date of birth of account holder/student will appear.

4. 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

If you are the PARENT of child/account holder/student

3b) Click "Parent of child (the "student") who is below 21 years old" if you are the parent of the account holder/child who is below 21 years old.

1. You are a:

- ☐ Student (aged below 21 years old as of today).
- ☐ Student (aged 21 years old and above as of today).
- ☒ Parent of child (the "student").
- ☐ Legal guardian of ward (the "student") who is below 21 years old.

Parent / Legal Guardian Details

4a) Name of Parent who logged in with Singpass will appear.

2. Name

[Redacted Name Field]

4b) Enter the name of the student (According to NRIC).

3. Name of Student (According to NRIC)

[Redacted Student Name Field]

4c) Enter NRIC number of the student.

4. NRIC Number of Student

[Redacted NRIC Number Field]

5. Authorisation

Please check the box to authorise.

If you are the LEGAL GUARDIAN of ward/account holder/student (Part 1)

3b) If you are the legal guardian of the account holder/ward who is below 21 years old, click “Legal Guardian of ward (the “student”) who is below 21 years old”

1. You are a:

- ☐ Student (aged below 21 years old as of today).
- ☐ Student (aged 21 years old and above as of today).
- ☐ Parent of child (the "student").
- ☒ Legal guardian of ward (the "student") who is below 21 years old.

2. Do you have a court order to prove that you are the legal guardian of the student?

✗ NO

✓ YES

SUBMIT

A court order is required to be submitted in order to complete the application.

If you are the LEGAL GUARDIAN of ward/account holder/student (Part 2)

3b) If you are the legal guardian of the account holder/ward who is below 21 years old, click "Legal Guardian of ward (the "student") who is below 21 years old"

3c) Click "YES" if you have a softcopy of the court order

4) Please click "UPLOAD FILE" to attach a scanned copy of the court order or relevant document(s) to indicate that you are the legal guardian of the ward.

1. You are a:

- ☐ Student (aged below 21 years old as of today).
- ☐ Student (aged 21 years old and above as of today).
- ☐ Parent of child (the "student").
- ☒ Legal guardian of ward (the "student") who is below 21 years old.

2. Do you have a court order to prove that you are the legal guardian of the student?

✗ NO

✓ YES

Submit Court Order

A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Before proceeding with the rest of the form, please submit the relevant document(s) or court order to prove that you are the legal guardian of the child or children.

3. Attachment

 **UPLOAD FILE**

Max File Size: 7 MB

Submit Supporting Document(s)

A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Before proceeding with the rest of the form, please submit the relevant document(s) to indicate that you are the legal guardian of the child or children.

2. Attachment

 Court Document.pdf
225.36 KB

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5) Click on the box to authorise PSE Scheme Administrator to make deduction from your / your child's / your ward's PSEA to repay for the loan(s).

4. 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 authorise the PSE Scheme Administrator to obtain from the relevant authorities/ persons any information or documents which may be required for such purposes.

Contact Details

6a) Enter your contact number in case we need to contact you.

5. Contact Number of Student

6b) Enter your email address if you wish to receive an acknowledgement email upon submitting the form.

6. Email (Confirmation)

[Do not reply to this email] An acknowledgement email will be sent to this email address.

me@example.com

6c) Click "**Submit**" once done.

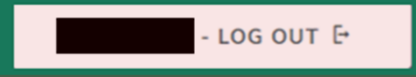
SUBMIT



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Thank you for filling out the form.

7) Click "**LOG OUT**" to exit the form.



[Submit another form](#)

How would you rate your overall experience today?

Help us improve by sharing with us how we did

