

STANDING ORDER APPLICATION FOR USE OF POST SECONDARY EDUCATION ACCOUNT (PSEA)



Notes to Student:

1. To check the fund balance in your PSEA, please call MOE PSEA hotline at 6260 0777.
2. Form should be completed in ink, **no pencil is allowed**.
3. **Correction fluid or tape is not allowed** and any amendments or cancellation must be **countersigned**.
4. **Original** PSEA Form to be submitted. Photocopy or scanned copy is not accepted.
5. Write your student admission number on the top right hand corner of your form to facilitate our processing.
6. If you intend to use your sibling's PSEA, please fill in their particulars and indicate the percentage to use in Part 2 of the form. If either your sibling or you are below 21 years old, please ensure that the form is signed by your parent/guardian with their particulars stated in Part 3 of the form. Else only your sibling and your signature are required.
7. If your form is endorsed by your guardian, please attach a copy of the legal document as proof of guardianship.
8. PSEA Standing order can only be submitted within application period. After application period, you can only submit PSEA Ad Hoc Withdrawal form for fee payment. Application period can be found at TP website.
URL <http://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab2>
9. Please deposit the completed form to the drop-box next to the entrance of "Student Finance & Collection", or mail it to:
Temasek Polytechnic
21 Tampines Avenue 1 Singapore 529757
Finance & Administration Department
Student Finance & Collection
Administration Block 9, Level 1, (behind Lift Lobby D next to the Finance office)
10. If you need clarification or assistance, please email to fnahotline@tp.edu.sg or contact our hotline 67804202.

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Admission No.

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.

Part 1 (Compulsory)	To be completed by student – please write clearly
Name as in NRIC/BC:	<input style="width: 100%;" type="text"/>
Contact No:	<input style="width: 20%;" type="text"/> NRIC/BC No <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>
Institution Name:	TEMASEK POLYTECHNIC

Part 2 (Optional)	Please leave this section blank if student is using his/her own PSEA only.		
	<i>To use the PSEA of sibling(s), please complete below. Sibling refers to natural / adopted / step-sibling.</i>		
Deduction Priority	First	Next	Last
Name Of Sibling as in Sibling's NRIC/BC	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
NRIC / BC No of Sibling	<input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>	<input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>	<input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>
Maximum Amount To Use (% of Fees) <i>(Place a √ at the appropriate box)</i>	25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/>	25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/>	25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/>
For Siblings Aged 21 and Above	<p>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 at any approved institution.</p> <p style="text-align: center;"> <input style="width: 30%; border: none; border-bottom: 1px solid black;" type="text"/> Signature <input style="width: 30%; border: none; border-bottom: 1px solid black;" type="text"/> Signature <input style="width: 30%; border: none; border-bottom: 1px solid black;" type="text"/> Signature </p>		
Note: If there are errors or omissions in the information on sibling(s), the SO will still be established but only the student's PSEA will be used for the deduction of fees.			

Part 3 (Compulsory)	To be completed by Parent / Legal Guardian or by Student Aged 21 and above		
	<i>The below MUST be signed by Parent / Legal Guardian if above student or sibling(s) whose PSEA used (in Part 2) is/are below the age of 21 years.</i>		
<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 (children's) PSEA to pay fees or charges incurred by myself / my child at any approved institution.</p> <p>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 undertake to 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.</p>			
<input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/> Name of Parent / Legal Guardian	<input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/> NRIC of Parent / Legal Guardian	<input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/> Signature of Parent / Legal Guardian (If student/sibling(s) is/are below 21 years old)	<input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/> Signature of Student (Aged 21 and above)
			<input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/> Date

To be completed by MOE

Batch No	Entered by	Date

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		
A	\$350	\$200	\$ 150	
B	\$500	\$200	\$200	\$ 100
C	\$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
E	\$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.