Part-Time Students

PSEA Applications – Frequently Asked Questions

1. Who May Apply?
   a. Students who have a PSEA account may apply. Students are required to call the PSEA hotline at tel: 6260 0777 to check the balance amount in their PSEA account before applying.

   b. Students who are under 100% MOE Tuition Fee Loan and Study Loan or under 100% Scholarship/Sponsorship (e.g. SUSS Scholarship, Lee Foundation, MENDAKI Education Fund, etc.) are not eligible to apply for PSEA.

   c. Students who are under MOE Tuition Fee Loan (TFL) and/or Study Loans (SL) are eligible to apply for PSEA for the course fees that is not covered by the TFL/SL.

      E.g., TFL covers 90% of your course fees, hence you are eligible to apply for PSEA for the remaining 10% of your course fees for the semester.

   d. Students who are applying for SkillsFuture Credit (SFC) are eligible to apply for PSEA for the course fees that is not covered by the SFC.

2. How to apply for PSEA?
   SUSS students who are interested to apply for the use of PSEA are to follow the steps listed below.

   Step 1: Call the PSEA hotline at 6260 0777 to check the balance amount in PSEA account

   Step 2: Download the PSEA Adhoc Application Form.

   Step 3: Complete the PSEA application form. Please refer to the attached Appendix 1 for details.

   Step 4: Complete and sign on the original copy of the PSEA Adhoc Application Forms and submit it to Student Records Department, SUSS, 463 Clementi Road, Singapore 599494 by the stipulated deadline.

   Applicants may need to provide additional documents and information if required. Submission of PSEA application form via fax or scanned copies will not be accepted. Late or incomplete application forms may result in non-acceptance.

   More details on PSEA and FAQs are available at the following websites:
3. **What does PSEA fund cover?**
PSEA fund covers course fees only and does not cover any administrative fee, e.g. Challenge Examination (CEX). PSEA application and reimbursement amount is subject to MOE’s approval on a case by case basis.

4. **Do I still need to pay my course fees?**
All PSEA applicants are required to pay their full course fees upfront and applicants will be reimbursed via cheque if their applications are successful.

5. **How will I know the outcome of the PSEA application?**
Applicants will be notified via email on the status of their PSEA application once SUSS receives confirmation from MOE. Reimbursement will be made in the form of a cheque and it will be mailed to your mailing address in accordance with the university’s official records.

6. **When will I expect to receive the refund cheque?**
Successful applicants will expect to receive the reimbursement cheque from SUSS by

- 1st week of April (for January semester)
- 1st week of October (for July semester)

A notification email will be sent to your SUSS email account once your refund has been processed.

7. **Can I apply for PSEA if I am above 30 years old?**
Your PSEA balance would have been transferred to your CPF–OA account. There will be no PSEA deduction made. However, you can apply for PSEA using your sibling’s PSEA account if there are sufficient funds in the account.

8. **Can I apply for PSEA using my sibling’s PSEA account?**
Yes, you can. The deduction will be made from your PSEA account first and only when there is insufficient fund in your account, the next deduction will be made from your sibling’s account. If the PSEA deduction is successful, the PSEA account holder will be notified on the deduction amount through the monthly statement from MOE.

9. **Can I apply for PSEA if my PSEA balance amount is less than my paid course fees?**
Yes, you can. The PSEA deduction will be made according to the amount stated in the PSEA application form.

10. **Can I apply for PSEA and SkillsFuture Credit (SFC) claim for the same semester?**
Yes, you can. Your PSEA claim amount stated in the PSEA application form should exclude the SFC claim amount. More details on SFC claim is available at [https://www.myskillsfuture.sg/content/portal/en/header/faqs/skillsfuture-credit.html](https://www.myskillsfuture.sg/content/portal/en/header/faqs/skillsfuture-credit.html).
Appendix 1

Important Notes on How to Complete PSEA Adhoc Application Form

a. Call the PSEA hotline at 6260 0777 to find out the balance amount that you have in your existing PSEA account. Please follow these steps:
   - Dial 62600777
   - Press 1 for English
   - Press 1 (For PSEA account balance enquiries)
   - Press 1 (Account nos. start with “S”)
   - Key in your NRIC nos., follow by a “#” key
   - Press 1 to confirm your NRIC Nos.

b. Upon confirmation of the balance amount, applicant is required to indicate the correct amount on the Adhoc Application Form. Please take note of the following:
   - You are only allowed to claim the exact amount of your fully paid course fees for the semester in correspondence with your PSEA account balance
   - Do not over-claim your course fees
   - Do not indicate the total programme fees of a degree programme

c. Complete the PSEA form.
**Scenario 1:** Course fee paid amount is less than the balance amount in your PSEA account

If your course fee paid amount $495.95 for one course is less than your PSEA fund of S$1000, you are allowed to indicate only S$495.95 on the Adhoc Application Form. You may utilize the remaining PSEA amount in your future semesters.

**Scenario 2:** Course fee paid amount is more than the balance amount in your PSEA account

If your balance amount in your existing PSEA account is S$1500.00 and your course fee paid are S$2118.60 for 4 courses. You are only allowed to claim the maximum amount you have in your PSEA account, i.e. the amount to indicate on the Adhoc Application Form should be S$1500.00.
Read and follow the instructions as stated for **Part 3**. Remember to check that your Adhoc Application Form is duly completed and signed before submitting to SUSS by the given deadline. Incomplete forms and late submissions will not be accepted.

**Scenario 3 : Using Your Sibling’s PSEA Account**

If you do not have a PSEA account and would like to use your sibling’s PSEA account, please complete **Part 2**. You need to indicate the name and NRIC of your sibling and put a tick on the box under ‘Maximum Amount To Use’. (e.g. 100%).

**Part 3 : To be completed by student / parent / legal guardian / siblings aged 21 and above**

<table>
<thead>
<tr>
<th>By Student / Parent / Legal Guardian</th>
<th>By Siblings Aged 21 And Above Named In Part 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Under Section 18(C) of the Education Endowment and Savings Schemes Act, I hereby authorize the SUSS Savings Administrator to enable the user of this form to use the information in this application.</strong></td>
<td><strong>Under Section 18(C) of the Education Endowment and Savings Schemes Act, I hereby authorize the SUSS Savings Administrator to enable the user of this form to use the information in this application.</strong></td>
</tr>
<tr>
<td>1. At the point of application, if you are 21 years old, please sign your name on this column.</td>
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</tr>
<tr>
<td>2. If you are below 21 years old, your parent has to sign his/her name on this column.</td>
<td>2. If you are below 21 years old, your parent has to sign his/her name on this column.</td>
</tr>
<tr>
<td>Name of Parent / Legal Guardian</td>
<td>Signatures of Sibling Aged 21 and Above / Signature of Parent / Legal Guardian (if student or siblings is/are below 21 years old)</td>
</tr>
<tr>
<td>Signature of Student Aged 21 and Above / Signature of Parent / Legal Guardian (if student or siblings is/are below 21 years old)</td>
<td>Date</td>
</tr>
<tr>
<td>Sibling’s NRIC</td>
<td>Signature &amp; Date</td>
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<td>Sibling’s NRIC</td>
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<tr>
<td>Sibling’s NRIC</td>
<td>Signature &amp; Date</td>
</tr>
</tbody>
</table>

If you are below 21 years old, your parent has to write his/her name and NRIC No. on this column.

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**Part 2 : To be completed by student only if using the PSEA of sibling(s). Sibling refers to natural/adopted/step sibling. Please leave Part 2 blank if student is using his/her own PSEA only.**

<table>
<thead>
<tr>
<th>Deduction Priority</th>
<th>Name Of Sibling</th>
<th>NRIC / RC No of Sibling</th>
<th>Maximum Amount To Use (%) of Fees (Place a ( \checkmark ) at the appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>TAN MEI LING</td>
<td>S 0 3 X X X X X</td>
<td>22% 50% 75% 100%</td>
</tr>
<tr>
<td>Next</td>
<td>TAN YONG LING</td>
<td>T 0 4 X X X X X</td>
<td>22% 50% 75% 100%</td>
</tr>
<tr>
<td>Last</td>
<td></td>
<td></td>
<td>22% 50% 75% 100%</td>
</tr>
</tbody>
</table>

Please fill up your sibling’s full name and NRIC

Please indicate the % by ticking correctly.
Read and follow the instructions as stated for **Part 3**. Remember to check that your Adhoc Application Form is duly completed and signed before submitting to SUSS by the given deadline. Incomplete forms and late submissions will not be accepted.

### Scenario 4: Applying for PSEA and SkillsFuture Credit (SFC) claim for the same semester

If you are applying for PSEA and SFC ($500.00) for the same semester. Your course fee paid is $2,000.00. Your PSEA claim amount should exclude the SFC claim amount, i.e. the amount to indicate on the Adhoc Application Form should be $1,500.00.

#### Example:
Your course fee paid is $2,000.00. You are claiming SFC of $500.00. You should exclude the SFC claim amount from the PSEA claim amount, i.e. the amount to be indicated on the Adhoc application form should be $1,500.00.
d. Any amendment made on the form are to be cancelled and countersigned by student.