



MINISTRY OF EDUCATION

ADHOC APPLICATION FOR USE OF POST-SECONDARY EDUCATION ACCOUNT TO REPAY APPROVED GOVERNMENT LOANS AND FINANCING SCHEMES

Please note: You may need 5 minutes to fill in this form. MOE will not be able to process your application if you provide incorrect or incomplete information (especially NRIC No).

Do also note that PSEA Holder can only use the funds in his/ her account to pay for his/her own loan(s). For those who wish to use PSEA to repay more than one loan, the repayment of Government loan(s) indicated under (A) will take precedence over the repayment of CPF Education Scheme loan(s) indicated under (B). Please read Information and Instructions the next page before filling in the form.

Part 1: To be completed by Post-Secondary Education Account (PSEA) Holder (please write within the boxes)

Name :

Contact: (Mobile No) NRIC No: - -

(Email)

(A) For repayment of Government Loan(s) only (please list loan in order of repayment priority if you wish to repay more than one loan)

S/No	Loan Administering Agency* (DBS/ OCBC/ SMU)	Loan Type* (TFL/ SL/ OSPL)	Loan Account No*.
1			
2			
3			

** Refer to Instructions on the next page*

(B) For repayment of loan(s) taken under the CPF Education Scheme only (please list in order of repayment priority if you wish to repay more than one CPF Education Scheme loan)

S/No	Institution Name (To spell in full)
1	
2	
3	

Part 2: To be completed by Account Holder or Parent/ Legal Guardian for Account Holder below 21 years old

Minimum withdrawal amount from PSEA for repayment of Government Loan is \$100 in accordance with the minimum repayment amount stated in the terms and conditions of your/ your child's/ ward's TFL/ SL/ OSPL. This condition will only be waived if your/ your child's/ ward's outstanding loan amount or PSEA balance is less than \$100.

Please tick only one of the following options:

- Use all of my/ my child's/ ward's PSEA to repay my/ my child's/ ward's outstanding loan(s). Only the PSEA amount equivalent to the outstanding loan amount will be deducted from the PSEA balance. If the PSEA balance is not enough for full loan repayment, the balance will be used for the partial loan repayment.
- Use \$_____ in my/ my child's/ ward's PSEA to repay my/ my child's/ ward's outstanding loan(s). If the PSEA balance is less than this specified amount, the full balance will be used for the repayment.

Note: Tick this option only if you DO NOT wish to use up all your/ your child's/ ward's PSEA balance to repay the outstanding loan amount.

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/ ward's PSEA to repay for the loans as stated in Part 1 of this form above.

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.

<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>
Signature of Account Holder (aged 21 and above) or Signature of Parent / Legal Guardian (if account holder is below 21 years old)	Date
Name of Parent / Legal Guardian (If Account Holder is below 21 years old)	Parent's / Legal Guardian's NRIC (If Account Holder is below 21 years old)

Part 3: To be completed by MOE

Processed on	Processed by	Date

1. NOTES: INFORMATION ON USE OF POST-SECONDARY EDUCATION ACCOUNT TO REPAY APPROVED GOVERNMENT LOANS AND FINANCING SCHEMES

- a) This form is to be used if you/ your child/ ward has left the institution (Autonomous Universities / Polytechnics / Institute of Technical Education / Art Institutions) and wish to use your PSEA balance to repay the loan(s) taken under the approved Government Loans and Financing Schemes when you were studying in the institution. PSEA cannot be used for loan(s) repayment if you/ your child/ ward is still studying in the institution.
- b) PSEA account holder can only use his/her PSEA balance to repay the loan(s) taken under the approved Government Loans and Financing Schemes for his/her tertiary study.
- c) The approved Government Loans and Financing Schemes include Tuition Fee Loans (TFL), Study Loans (SL), Overseas Student Programme Loans (OSPL), and/or CPF Education Scheme loans, that the PSEA account holder has taken for his/her tertiary study at an approved publicly-funded tertiary institution.
- d) The repayment using your/ your child's/ ward's PSEA is a one-time capital loan repayment. You cannot request for your/ your child's/ ward's PSEA funds to be returned once your application has been approved by MOE and repayment has been made for your/ your child's/ ward's loan(s).
- e) For application forms received by MOE before or on 20th of the month, loan repayment will be effected by the following month, if the application form is verified to be in order. If there are multiple loans to be repaid and among them, there is repayment to the CPF Education Scheme Loan(s), MOE will make the repayment for the government loan(s) in the order specified in the application form first and CPF Education Scheme Loan(s) will be repaid in the subsequent month (if there is still balance in your/ your child's/ ward's PSEA after repayment of the government loans).
- f) Please note that loan interest will continue to accrue on your/ your child's/ ward's loan(s) during MOE's processing period. Please continue with your/ your child's/ ward's existing repayment arrangements until the loan(s) has/ have been fully paid.
- g) The amount used from your/ your child's/ ward's PSEA for the loan repayment will be reflected in the PSEA monthly statement which you/your child/ward will receive in the month after your PSEA has been deducted for loan repayment.
- h) Please refer to the following details to check your/ your child's/ ward's loan(s) balance after loan repayment has been made from your/ your child's/ ward's PSEA:
 - i) For DBS Loan - via your/ your child's/ ward's DBS internet banking account or call DBS contact centre at 6333 0033;
 - ii) For OCBC Loan - via the annual statement sent by OCBC to your mailing address at the beginning of each calendar year or call OCBC contact centre at 1800 363 3333;
 - iii) For SMU Loan - write in to Student Loans (studentloans@smu.edu.sg) to check the outstanding balance or wait for the monthly Statement of Account;
 - iv) For CPF Education Scheme Loan - via your/ your child's/ ward's online Redemption Statement obtained from my *cpf* Online Services at www.cpf.gov.sg using your/ your child's/ ward's SingPass.
- i) For any queries related to your/ your child's/ ward's loan(s), please contact the respective loan administering agencies.

2. INSTRUCTIONS ON COMPLETION OF FORM

Part 1

- a) Name: PSEA holder's name as indicated in NRIC
- b) For Government Loan(s) (The information can be found on your/ your child's/ ward's respective loan agreements or correspondence with the loan administering agencies)
 - i) Loan Administering Agency: Please enter DBS, OCBC or SMU
 - ii) Loan Type: Please enter TFL, SL or OSPL
 - iii) Loan Account No: This can be found on the annual statement sent by the bank or SMU to your mailing address at the beginning of each calendar year.
- c) For CPF Education Scheme Loan(s) (The information can be retrieved from your/ your child's/ ward's CPF Education Scheme Loan Redemption Statement)
 - i) Institution Name: Full Institution Name where the loan was taken from

DIRECT CREDIT AUTHORISATION (DCA) FORM

Please fill in the DCA form **ONLY IF** you/ your child/ ward is repaying the **OCBC** loan(s). In Part II of the form, please fill in your/ your child's/ ward's **Loan Account No** under Bank Account No. to be credited.

SUBMISSION OF FORM (S)

Please post the completed form(s) to:

Ministry of Education
PSEA unit
c/o 1 Buona Vista Drive
Singapore 138675

No correction tape/fluid should be used on this form. Any cancellations made must be endorsed by the same authorised signatories signing this form AND bank

Please complete Part II, obtain your bank's endorsement for Part III and mail the original form (fax copy not acceptable) to the **Ministry/Department/Statutory Board that you are liaising with.**

Please note:

- (i) If you are receiving payment as an individual, fill in your name as stated in your NRIC/FIN.
- (ii) If you are receiving payment as a Singapore registered company/business/society, fill in your organisation's name as registered with ACRA/UEN. You may check your registered name on www.uen.gov.sg.
- (iii) Leave Part III blank if you are an ACRA-registered organisation/Singapore Citizen/Permanent Resident **AND** you hold a bank account with DBS/POSB/OCBC/UOB/Far Eastern Bank (FEB)/Citibank.

PART I - TO BE COMPLETED BY THE REQUESTING MINISTRY/DEPARTMENT/STATUTORY BOARD

Name of Ministry/Department/Statutory Board	Ministry of Education	Vendor ID	-
Contact Officer	-	Please tick one of the relevant boxes:	
Contact Number	-	<input type="checkbox"/>	New vendor record
Fax Number	-	<input type="checkbox"/>	Update of existing vendor record

PART II - TO BE COMPLETED BY ENTITY RECEIVING PAYMENT FROM THE GOVERNMENT/STATUTORY BOARD

All fields are mandatory. Incomplete forms will not be processed.

To: ACCOUNTANT-GENERAL

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GST Registration No.	-																		
Address																			
Telephone Number																			
Fax Number																			
Email Address*																			

*It is mandatory to provide the email address. Payment notification will be sent to this email address.

Name(s) of Bank Account Holder(s):

Bank No.	Branch No.	Bank Account No. to be Credited
7 3 3 9	5 0 1	5 0 1

Bank and Branch Name

OCBC and OCBC Centre

- (a) I/We hereby authorise the Government and Statutory Boards to credit payments due to me/us to the above account. Amounts so credited would constitute valid discharge of obligations due to me/us.
- (b) This authorisation shall continue to be in force until I/we have notified you in writing.
- (c) I/We hereby request and authorise the Government and Statutory Boards to obtain confirmation/verification of information relating to me/us and/or to my/our account(s) from/with the bank where the Account is maintained as stated in the form.
- (d) In consideration of the Government and Statutory Boards acceding to my/our said request and in consideration of the Bank confirming/verifying such information pursuant to the said request, I/we irrevocably consent to and authorise the Bank, including any officer thereof, to disclose any information whatsoever relating to me/us and to the Account as is necessary for the sole purpose of account validation and agree that such authorisation shall survive any termination of the Account. I/We agree that this consent shall survive the termination of any of the Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it is addressed to the Bank.
- (e) I hereby consent to the release of my updated address by the Immigration and Checkpoints Authority (ICA) to the Accountant-General's Department for the purpose of sending the Remittance Advice to me.

Authorised Signature(s) & Stamp as in Bank's Record

Date

PART III - TO BE COMPLETED BY BANK

To: ACCOUNTANT-GENERAL

We hereby certify that the signature(s) and other particulars as stated in Part II agree with that contained in our records.

Name & Signature of Authorised Bank Officer

Date & Bank's Official Stamp