

INSTRUCTIONS ON COMPLETION OF FORM

Part 1

This part must be completed whether the student uses his own or his siblings' PSEA, or both his own and siblings' PSEA.

- a) Name : Enter the student's name as in NRIC/FIN card
 b) Institution Name : Enter the full name of the institution e.g. Singapore Polytechnic
 c) Usage Category

For Tuition Fees	For Enrichment Programme	For WDA Enrichment Courses only
TTF-COURSE Tuition Fee Course	EPC-PDEV EPC Personal Development	WDA-SKLUPG WDA Course Fee Skill Upgrading
TTF-MISC Tuition Fee Mandatory Miscellaneous	EPC-LTRIP EPC Local Trips	WDA-PDEV WDA Course Fee Personal Development
TTF-OTHERS Tuition Fee Others	EPC-OTRIP EPC Overseas Trips	WDA-OTHERS WDA Course Fee Others
	EPC-SPORTS EPC Sports	
	EPC-OTHERS EPC Others	

EPC is Enrichment Programme Charges

Part 2

This part is to be completed only if the student is requesting to use his siblings' PSEA. If the student is using his own PSEA only, this part need not be completed.

- a) Name of sibling : To enter sibling's name as in NRIC/BC/Citizenship Certificate

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)

Part 3

This part authorises the use of the PSEA in Part 2.

- a) **"By Student/Parent/Legal Guardian"**

This section must be signed by either

- i. the student, if he is 21 years old or above, or
- ii. a parent/guardian if the student or any sibling whose account is to be used is below 21 years old

- b) **"By Siblings Aged 21 And Above Named In Part 2"**

This section must be signed by siblings who authorise the use of their PSEA if they are 21 years old or above