



## 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.

- 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.
- 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<br>( 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<br>( 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.