



# MINISTRY OF EDUCATION APPLICATION FOR WITHDRAWAL OF EDUSAVE FUND FOR APPROVED PROGRAMMES

This form may take you 5 minutes to complete

1. Complete all the items in Part 1 in ink. Please sign against all corrections. Use of correction fluid is not allowed.
2. Send the completed form together with the original receipt(s) to Compulsory Education Unit, Schools Division, Ministry of Education, 1 North Buona Vista Drive, Singapore 138675.
3. The successfully withdrawn amount will be paid to the child's designated bank account in Singapore. Please submit the Direct Credit Authorisation Form (Annex B) for setting up of this bank account if it is the first time a claim is made for the child.
4. For more information, please refer to the "Procedure For Withdrawal Of Edusave Funds".

## PART 1: TO BE COMPLETED BY THE PARENT

(a) Child's Birth Certificate No.       -  -

(b) Child's Name : \_\_\_\_\_

(c) Total Claim Amount (S\$)       .

(d) Details Of Receipts:

SN	Name of Service Provider	Programme Category <sup>1</sup>	Receipt No.	Receipt Date	Claim Amount (S\$) <sup>2</sup>							
1												
2												
<b>Total</b>												

I, <Name> \_\_\_\_\_, <NRIC No.> \_\_\_\_\_, parent of the above-named child, hereby authorise MOE to withdraw up to the Total Claim Amount indicated above from my child's/ward's Edusave Account. I certify that all the information in this form is true to the best of my knowledge.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Email Address : \_\_\_\_\_ Contact No : \_\_\_\_\_

## PART 2: FOR COMPLETION BY MOE HQ

This application has been approved / rejected\*.

Reason for rejection: \_\_\_\_\_

Name of Claim Officer	Signature	Date
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\*delete where appropriate

Updated in Oct 2014

<sup>1</sup> The programme categories are listed in Table 1 in the Procedure for Withdrawal of Edusave Funds in the overleaf.

<sup>2</sup> If the table is insufficient, parents can attach a separate list with the same information to the application form.

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## PROCEDURE FOR WITHDRAWAL OF EDUSAVE FUNDS

1. This information sheet is for Edusave Account (EA) holders who are receiving an education outside of an institutional setting (including those who are exempted from the Compulsory Education Act to receive home-schooling)
2. For children studying in educational institutions, they are to submit their withdrawal requests through their institutions. The amount withdrawn from the EA will be paid directly to their institutions which will then make payment to the providers of the enrichment activities accordingly.

### **Approved Usage of Edusave Funds**

3. The Edusave funds can be used for enrichment activities organised by the child's parent who is the education provider within the categories approved by MOE, and conducted wholly in Singapore. Table 1 shows an indicative list of approved enrichment activities:

Table 1: Indicative List of Approved Enrichment Activities

<b>Programme Category</b>	<b>Programme Type</b>	<b>Examples</b>
Personal Development	Curriculum-related Programmes	Speech and Drama, Creative Writing, Phonics, Creative Arts, Science and Music enrichment, etc.
	Enhancement of Social Emotional Learning	Adventure or Leadership Camps, Educational Seminars, Conferences, Motivational Workshops, etc.
Local Trips	Educational Learning Journeys (Local)	Singapore Science Centre, Zoological Gardens, Jurong Bird Park, Museums, Heritage and Cultural Visits, Exhibitions, etc.
Other Programmes	Subscription Fees to Educational Magazines and Periodicals	Young Scientists, Readers' Digest, National Geographic Kids, etc.
	Registration fees for competitions	Mathematical Olympiad Programme, etc.

### **Procedure for Claiming Reimbursement from Edusave Account**

4. The procedure is as follows:
  - (a) The programme attended by the child must be organised by the parent who is the education provider and falls within the categories listed in Table 1, and conducted wholly in Singapore.
  - (b) The parent is to make the claim within 6 months (based on receipt date) after the child has attended the programme.

- (c) The parent is to complete the 'Application For Withdrawal Of Edusave Fund For Approved Programmes' Form at Annex A, and submit it together with the original receipt(s) to

The Ministry of Education  
Compulsory Education Unit  
Schools Division  
1 North Buona Vista Drive  
Singapore 138675

- (d) The successfully withdrawn amount will be paid to the child's designated bank account in Singapore. The parent needs to submit the Direct Credit Authorisation Form in Annex B to set up this bank account together with Annex A if it is the first time a claim is made for the child. This is a one-time requirement which will take about a month to effect.
- (e) Except for the first-time claim where more time is required for the setting up of the child's designated bank account, MOE will inform the parent of the outcome of the claim within 2 weeks of receipt. If the claim is successful, the amount withdrawn will be paid into the designated bank account of the child within the next 2 weeks.

#### **Enquiry of Account Balance and Clarification**

5. From 19 November 2014, you may call Tel. 6260-0777 if you wish to check the EA balance of your child at any time. For clarification, you may email your query to [contact@moe.gov.sg](mailto:contact@moe.gov.sg).
6. More information on the Edusave Scheme can be found at <http://www.moe.gov.sg/initiatives/edusave/>.

#### **Other Information**

7. The balance in the EA earns interest at the same rate as the Central Provident Fund ordinary account, which is 2.5% per annum for 2014. The EA will be closed in the year the child turns 17 years old and any balance will be automatically transferred to his/her Post-Secondary Education Account (PSEA) to be used for approved fees and charges at approved institutions. More information on the PSEA can be found at [http://www.moe.gov.sg/initiatives/post secondary/](http://www.moe.gov.sg/initiatives/post%20secondary/).