

STEP-BY-STEP GUIDE

APPLY TO USE CPF EDUCATION LOAN SCHEME TO PAY FOR SUBSIDISED TUITION FEES

The CPF Education Loan Scheme (CPFELS) is a loan scheme which enables members to use CPF savings from their Ordinary Account to pay for their children's, spouses' or their own tuition fees. The student has to repay the amount withdrawn plus interest, in cash subsequently into the payer's (the CPF member's) Ordinary Account. Repayment commences one year after the student graduates or leaves the educational institution. Only full-time subsidised courses at approved local educational institutions are included under this loan scheme.

For further information and application, follow this path:

https://www.cpf.gov.sg/service/sub-categories?category=P_M_OS

NOTIFICATION TO SMU ON APPLICATION FOR CPF EDUCATION LOAN SCHEME

Please read the instructions carefully.

You (the student) are the applicant.

Before you proceed to apply with CPF Board, ensure that you have the following information with you:

- (a) Your SingPass
- (b) Name of the tertiary institution
- (c) Year of admission
- (d) Your CPF account number or NRIC, telephone number and email address.
- (e) The CPF member's CPF account number (whose CPF savings you are applying to use), telephone number and email address.
- (f) The percentage of the tuition fees you are applying to pay using CPF money.

TWO ACTIVITIES REQUIRED OF YOU

Activity 1: Apply to CPF Board

- (a) You are to login with your SingPass and submit your application via this link [Apply for CPF Education Loan](#). To withdraw your application that is pending processing, visit the [Activities page](#) to withdraw the submitted application.
- (b) Take note of your application number after your application submission. You will need this information for **Activity 2**.
- (c) An email with a Uniform Resource Locator (URL) will be sent to both the CPF member's and your e-mail address provided in your application form the next day, if your application is in order. Otherwise, you will be informed that your application has been rejected. **(This is not applicable if you are applying to use your own CPF)**
- (d) The CPF member must log in through the URL provided in the email using his/her own Singpass within 14 days from the date the application was submitted, to agree to the use of his/her CPF savings. Otherwise, your online application will be rejected. **(This is not applicable if you are applying to use your own CPF)**

Activity 2: Your Notification to SMU on Activity 1

- (a) Submit your online application via: OASIS > Self-Service App > Financial Aid Application
 - Financial Aid Type: Loan
 - Financial Aid Form: Notification to SMU on Application for CPF Education Loan Scheme
- (b) Enter the transaction number from Activity 1 as required.
- (c) Complete the required fields appropriately and accurately.
- (d) Do not enter your own CPF account number unless you are using your own CPF Funds.

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- (e) Proceed to submit your form when ready. Alternatively, you may click to “Save” the application as a draft if more time is needed to work on it. Please note that application with status “Saved as Draft” will automatically be cancelled if not submitted by the closing date.
- (f) End of activity.

To Note:

- (a) Apply **once** only during course of study in SMU (ie, if you have already applied for the loan previously and have been awarded, application for the same loan is not required in subsequent years of study).
 - (b) The CPFELS will finance your subsidised tuition fee (under the MOE Tuition Grant Scheme) for the duration of your course of study from approved term, subject to available CPF savings for use.
 - (c) Compulsory annual fees (invoiced in Term 1) will not be financed by the CPFELS. You can apply PSEA to cover annual fees.
 - (d) If you are a non-Singaporean student (including Singapore Permanent Resident) who qualifies for this loan but is not eligible to apply for a SingPass, please log a ticket at website after login in at <https://ofnsupport.smu.edu.sg/hc/en-us/requests/new>, selecting Financial Assistance > CPF Education Loan for assistance.
 - (e) To add a new CPF member to finance your tuition fee, you have to submit an additional application via CPF Board website and inform Office of Finance at <https://ofnsupport.smu.edu.sg/hc/en-us/requests/new>, selecting Financial Assistance > CPF Education Loan.
 - (f) Please check and terminate any PSEA Standing Order (SO). You may contact MOE via hotline 6260-0777 and the PSEA SO Termination form can be downloaded via MOE website.
 - (g) Student who has an active PSEA SO carried forward from previous Institution, the amount claim from CPF Board will be after the utilisation of PSEA balance, as PSEA will take priority over CPF.
 - (h) There would be no refund to CPF Board for any duplicate payment (include payment made before CPF disbursement).
- To terminate the use of CPFELS**
- (i) If you have been approved of this loan and do not wish to continue utilising it to finance your tuition fee for the remaining duration of your course of study, you are to submit a revocation form. Click [HERE](#) to apply the Revoke the Use of CPF Savings for CPF Education Loan Scheme and inform Office of Finance at <https://ofnsupport.smu.edu.sg/hc/en-us/requests/new>, selecting Financial Assistance > CPF Education Loan.