

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 The student must repay the amount withdrawn plus interest, in cash subsequently into the payer's (the CPF member's) Ordinary Account.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 link:

[CPF Education Loan Scheme](#)

APPLICATION FOR CPF EDUCATION LOAN SCHEME

Please read the instructions carefully.

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 or the CPF member's CPF account number (whose CPF savings you are applying to use), telephone number and email address
- (e) The percentage of the tuition fees you are applying to pay via CPFELS

Activity 1: Apply to CPF Board

- (a) 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**.

The following is only applicable if you are using someone else's CPF

- (c) If your application is in order, 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. Otherwise, you will be informed that your application has been rejected.
- (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.

Activity 2: Notify SMU

- (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.

STEP-BY-STEP GUIDE (continued)

- (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.

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 the approved term, subject to available CPF savings for use.
- (c) Compulsory annual fees will not be financed by the CPFELS. You can apply to utilise your 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>, select Financial Assistance > CPF Education Loan.
- (f) No upfront payment is required if your CPF Education Loan Scheme application has been approved.
- (g) If you have been approved of this loan but do not wish to continue utilising it to finance your tuition fee for the remaining duration of your course of study, please 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>, select Financial Assistance > CPF Education Loan.