

DOCUMENT CHECKLIST

PSEA - Reimbursement/Usage of Funds for Enrichment Programmes (EPC)

Submitting for: ☐ EPC-LTRIP (local trip) ☐ EPC-OTRIP (overseas trip) ☐ EPC-SPORTS ☐ EPC-OTHERS

Applicant's Name: _____ Matric no.: _____ Contact No.: _____

Name of Programme: _____
(eg. GEM Explorer, GEM Prelude / Summer Studies / Fee Paying)

☐ Yes, programme has been **completed**. This form is submitted within 2 months from the date of programme completion.

☐ Copy of PSEA Adhoc Withdrawal Form

- Indicate in the application form the **usage category** and **exact amount to be withdrawn**.
- The amount to be withdrawn to be indicated in **Singapore \$**, and based on the actual costs incurred during the programme.

☐ Copy of document(s) (letter/email) indicating all the following:

- NTU office/faculty/programme coordinator indicating endorsement / support of your programme
- Name of your host university / organisation
- Duration or Period of your programme

(You may provide just one document if all the above 3 pieces of info can be found in the document.)

☐ Copy of receipts / invoices showing the actual costs.

☐ Copy of foreign exchange rate/currency convertor (if receipts / invoices are in foreign currency^).

	Foreign Currency	^Exchange rate Applied	SGD\$
<input type="checkbox"/> Course fees	_____	_____	_____
<input type="checkbox"/> Registration fee	_____	_____	_____
<input type="checkbox"/> Air Ticket	_____	_____	_____
<input type="checkbox"/> Travel Insurance	_____	_____	_____
<input type="checkbox"/> Accommodation	_____	_____	_____
<input type="checkbox"/> Others_____	_____	_____	_____
<input type="checkbox"/> Others_____	_____	_____	_____
<input type="checkbox"/> Others_____	_____	_____	_____

TOTAL : =====