



RESP EDUCATIONAL ASSISTANCE PAYMENT FORM

(Complete this form and provide current semester proof of enrolment for each beneficiary)

Examples: Acceptable Proof of Enrolment

Please refer to CI's Proof of Enrolment Guidelines for more information

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|--|-----------------------------------|
| 1. Enrolment Letter from the Office of the Registrar | 3. Timetables or Course Schedules |
| 2. Invoice, Receipt of Payment or Deposit paid for Tuition or On-Campus School Residence | 4. T2202, T2202A, TL11A |
| | 5. School Transcripts |

One or a combination of acceptable documents may be required to ascertain enrolment status

Section A – Plan Information/Type of Redemption

Educational Assistance Payment (EAP) CI RESP Account Number: _____

\$ _____ (Withdrawal from Incentives/Earnings) Subscriber Name _____
(T4A and Relevé 1 if applicable will be issued to the beneficiary for the net EAP amount)

Joint Subscriber Name _____

Post Secondary Education (PSE) Beneficiary Name _____

\$ _____ (Withdrawal from Capital) Beneficiary SIN _____

Total Withdrawal \$ _____ OR Full Withdrawal and Close Account Is the beneficiary a Canadian Resident? Yes* No
(Processed as NET unless otherwise indicated) *If Yes, please indicate the Beneficiary's Province of Residence

- If no redemption type is selected, an EAP will be processed
- If both EAP and PSE are selected without (\$) amount, an EAP will be processed first
- If there are insufficient incentives/earnings to cover an EAP request, the remainder will be processed as a PSE
- If there is insufficient capital to cover a PSE request, the remainder will be processed as an EAP

If a beneficiary is not a Canadian resident, s/he is not eligible to receive the CESG, CLB and/or other qualifying incentives as a portion of their total withdrawal. Additionally, non-resident tax will be withheld for beneficiaries who are non-residents at the time of the withdrawal. Please refer to Definitions: Residency Requirements for more information.

Section B – Grant Limitations

Has the beneficiary received the lifetime EAP limit of \$7,200 in CESG? Yes No

Has the beneficiary received the lifetime EAP limit of \$3,600 in QESI? Yes No Not Applicable

Note: There is a lifetime CESG and QESI limit of \$7,200 and \$3,600, respectively, which applies across all RESPs held for the beneficiary. If a beneficiary receives more than \$7,200 of CESG and/or \$3,600 of QESI, s/he will be required to return the excess amount to the Canada Education Savings Program (CESP) and/or to Revenu Québec.

Section C – Post Secondary Education Type (MANDATORY: Complete All)

University Name of Educational Institution _____

Community College or CEGEP Address of Educational Institution _____

Private Trade, Vocational or Career College _____

Other _____ Program Enrolled in _____

Program length in years _____ Academic Term Start Date (YYYY/MM/DD) _____

Academic year length (in weeks) _____ Academic Term End Date (YYYY/MM/DD) _____

Current year enrolled or Last Academic Year completed (e.g. 1st, 2nd, etc.) _____ Student Status: Part-time Program (Minimum of 12 Hours per month required) Full-time Program (Minimum of 10 Hours per week required)

Section D – Verification of Enrolment

TO BE COMPLETED AND AUTHORIZED BY AN OFFICIAL FROM THE SCHOOL'S OFFICE OF THE REGISTRAR IF
A PROOF OF ENROLMENT DOCUMENT IS NOT PROVIDED.

I hereby authenticate the information in Section C is complete and accurate.

Institution Name _____
 Name of Official _____
 Title of Official _____
 Contact Info. _____
 Signature _____
 Date (YYYY/MM/DD) _____

OFFICIAL SCHOOL REGISTRAR STAMP (INK) MUST BE AFFIXED HERE

Section E – Fund Selection (Which fund(s) would you like to redeem from?)

Fund Code	Dollar Amount	or	Percentage
	Total: \$		Total: 100%

Section F – Payment Instructions*

*Default payment is cheque mailed to subscriber's address on file. If proceeds are payable to the beneficiary via cheque, it will be mailed to the beneficiary's address on file, unless otherwise indicated.

Please make proceeds payable to: Subscriber OR Beneficiary

Please make payment via: Cheque OR Electronic Fund Transfers
(Please attach banking info if bank account differs from information on file)

Mailing Address (if different on file) _____

Section G – Authorization

Educational assistance payments to the plan's beneficiary can begin once s/he is enrolled as a full-time or part-time student in a qualifying program at a qualifying post-secondary institution. Payments under the plan must be used for educational expenses such as tuition fees, books, residency fees, etc.

A beneficiary who is a full-time student cannot receive more than \$5,000 in the form of an EAP during the first 13 weeks of enrolment in full-time studies. After completing 13 consecutive weeks of full-time studies in a qualifying educational program, the limit no longer applies. If there is a 12-month period during which the beneficiary is not enrolled in a qualifying educational program for 13 consecutive weeks, the \$5,000 EAP limit for full-time studies will once again apply.

A beneficiary who is a part-time student cannot receive more than \$2,500 in the form of an EAP within a 13-week period of enrolment in part-time studies. Unlike the \$5,000 limit for full-time studies for the first 13 weeks, the \$2,500 limit for part-time studies is applied within a 13-week period preceding every payment request.

Subscriber Signature _____ Date (YYYY/MM/DD) : _____

Joint Subscriber Signature (if applicable) _____ Date: (YYYY/MM/DD) : _____

Definitions

Registered Education Savings Plan (RESP)

An education savings plan that has been registered with the CRA. It is a savings vehicle used by individuals to save for children's post-secondary education. Once registered, the plan becomes the repository for education savings incentive payments made on behalf of an eligible beneficiary.

Subscriber

The individual who enters into an RESP contract with an RESP promoter, and names one or more beneficiaries for whom he or she will make contributions. Typically, the subscriber is the child's parent or parents, but it can also be a grandparent, another family member, or a family friend.

Beneficiary

Usually a child, but can be any person named by the subscriber of an RESP who may be eligible to receive the education savings incentive(s) and who may receive Educational Assistance Payments (EAPs) from the RESP.

Educational Assistance Payment (EAP)

An EAP is a payment from an RESP to help an eligible beneficiary cover expenses associated with post-secondary education. An EAP is made up of educational incentive amounts paid into an RESP, as well as income earned on contributions and incentive amounts. To be eligible for an EAP, the beneficiary must be enrolled in a qualifying educational program or a specified educational program at a post-secondary educational institution.

Post-Secondary Education (PSE) Withdrawal

A PSE withdrawal is a redemption of contributions to help finance the cost of post-secondary education. A subscriber may qualify for a PSE withdrawal only if a beneficiary is eligible for an EAP. Unlike contributions withdrawn under other situations, a PSE withdrawal does not trigger the repayment of incentives.

Grants

Canada Education Savings Grant (CESG) is an education savings incentive administered by Employment and Social Development Canada (ESDC) to assist parents, family and friends to save for a child's post-secondary education. The CESG is based, in part, on contributions made to a RESP on behalf of an eligible beneficiary and is comprised of two components: the amount of CESG grant (Basic CESG) and the additional amount of CESG (Additional CESG). To receive the Basic and Additional CESG in an EAP, the beneficiary must be a resident of Canada when the EAP is made.

Canada Learning Bond (CLB) is an education savings incentive introduced by the Government of Canada for children born in 2004 or later for low-income families who are eligible to receive the Canada Child Benefit (CCB). The CLB consists of annual fixed incentives for each eligible year and no personal contributions to a RESP is required to receive CLB. To receive CLB in an EAP, the beneficiary must be a resident of Canada when the EAP is made.

Quebec Education Savings Incentive (QESI) is an incentive program available to Quebec families to start saving early for the post-secondary education of their children and grandchildren. The incentive consists of a refundable tax credit that is paid directly into a RESP opened with a Provider that offers the program. To receive QESI in an EAP, the beneficiary must be a resident of Quebec at the time of the redemption.

Saskatchewan Advantage Grant for Education Savings (SAGES) is a designated provincial program administered by Employment and Social Development Canada (ESDC) through an agreement with the Government of Saskatchewan. Paid at a rate of 10% on the first \$2,500 or less of annual contributions made to a Registered Education Savings Plan (RESP), SAGES is a provincial education savings incentive designed to help families save for their children's post-secondary education. To receive SAGES in an EAP, the beneficiary must be a resident of Canada when the EAP is made.

British Columbia Training and Education Savings Grant (BCTESG) is a designated provincial program administered by Employment and Social Development Canada (ESDC) through an agreement with the Government of British Columbia. As a provincial education savings incentive, the BCTESG one-time payment of \$1,200 is designed to help families save for their children's post-secondary education. If a beneficiary is enrolled in a qualifying program, BCTESG may be included in an EAP payment, even if the beneficiary is not a resident of Canada when the EAP is made.

Residency Requirements for an EAP

CRA determines residency status for tax purposes. Beneficiaries can study outside of Canada and still be considered by CRA as residents of Canada. For more information, contact CRA at 1-800-959-8281 (English) or 1-800-959-7383 (French).

Post-Secondary Educational Institution

A post-secondary educational institution for the purposes of an EAP can be one of the following:

- A university, college or other educational institution in Canada designated by a provincial authority under the Canada Student Loans Act;
- A university, college or other educational institution in Canada designated by an appropriate authority under the Canada Student Financial Assistance.
- A university, college or other educational institution in Canada designated by the province of Quebec under an Act respecting financial assistance for education expenses;
- An educational institution in Canada certified by the Minister of ESDC to be an educational institution providing courses (other than courses designated for university credit) that furnish a person with skills for, or improve a person's skills in, an occupation; or;
- A university, college, or other educational institution outside Canada that provides courses at a post-secondary school level.

Qualifying Educational Programs – Full-Time Studies

A course of study that offers credits towards a degree, diploma or occupational skills certificate at the post-secondary level. The program must last at least three weeks in a row, with at least 10 hours of instruction or work each week. Programs at foreign universities must last at least three weeks, while programs at all other foreign educational institutions must last at least 13 weeks. Qualifying educational programs include apprenticeships, and programs offered by a trade school, CEGEP, college or university.

Specified Educational Programs – Part-Time Studies

A specified educational program means a program at a post-secondary school level that is not less than three consecutive weeks in duration and that requires each student taking the program to spend not less than 12 hours per month on courses in the program.