



RESP Withdrawal Form

Educational Assistance Payment/ Post Secondary Education

For investment planning advice, call CDSPI Advisory Services Inc.:
1-877-293-9455 (toll-free) or (416) 296-9455 Ext. 5023

For assistance filling out this form, call CDSPI:
1-800-561-9401 (toll-free) or (416) 296-9401 Ext. 5020

Please return the completed form to:

CDSPI, 155 Lesmill Road, Toronto, Ontario M3B 2T8

Fax: 1-866-561-2250 (toll-free) or (416) 296-9459

E-mail queries: investment@cdspi.com

Annuity Contract Issued By: Sun Life Assurance Company of Canada

COMPLETE THIS FORM FOR EACH BENEFICIARY AND PROVIDE CURRENT YEAR PROOF OF ENROLMENT.†

12-101

SECTION 1 PLAN INFORMATION

RESP ACCOUNT NUMBER: _____ **BENEFICIARY NAME:** _____

SUBSCRIBER NAME: _____ **BENEFICIARY SIN:** _____

JOINT SUBSCRIBER (if applicable): _____ **BENEFICIARY MAILING ADDRESS*:** _____

Is the above named beneficiary a Canadian resident at the time of the withdrawal: Yes No

* Please provide if EAP redemption requested.

SECTION 2 EDUCATIONAL INSTITUTION INFORMATION

University (01) **EDUCATIONAL INSTITUTION:** _____

Community College or CEGEP (02) **INSTITUTION'S ADDRESS:** _____

Private trade, vocational or career college (03) _____

Other (04): _____ **POSTAL CODE:** _____

ACADEMIC YEAR START DATE: | | | | | **PROGRAM NAME:** _____ Full-time Part-time
Day Month Year

ACADEMIC YEAR LENGTH (in weeks): _____ **CURRENT YEAR ENROLLED (e.g. 1st, 2nd etc.):** _____ **PROGRAM LENGTH (in years):** _____

SECTION 3 TYPE OF REDEMPTION

Post Secondary Education (PSE) **Educational Assistance Payments (EAP)** **Total Withdrawal Amount**
(Capital Only) (T4A will be issued to the beneficiary for this amount)

\$ _____ \$ _____ \$ _____

Indicate the funds from which the payment is to be made:

FUND NAME	DOLLAR AMOUNT (\$)

SECTION 4 PAYMENT INSTRUCTIONS (Choose one payment method only.)

1. **CHEQUE** Make cheque payable to : Beneficiary Subscriber
Mail cheque to: Street Address, City, Province, Postal Code _____

2. **EFT (Please provide a VOID cheque)** Institution Name: _____
Institution Number: _____ **Transit Number:** _____ **Account Number:** _____

SECTION 5 AUTHORIZATION

I certify that the above named beneficiary is considered a Canadian resident for income tax purposes, is currently enrolled as a full-time or part-time student in a qualifying program at a post-secondary educational institution as described in the attached glossary, and that this payment will be applied towards the costs of post-secondary education.

Subscriber Signature: _____ Date: | | | | |
Day Month Year

Joint Subscriber Signature (if applicable): _____ Date: | | | | |
Day Month Year

† Please see attached "Glossary of Terms" for definitions including "proof of enrolment".

CDSPI USE ONLY: Processed By: _____ **EAP Transaction#:** _____ **PSE Transaction#:** _____ **Transaction Date:** _____

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GLOSSARY OF TERMS

Beneficiary

A 'beneficiary' under a Registered Education Savings Plan is an individual named by the subscriber who will receive Education Assistance Payments (EAP), if the individual qualifies under the terms of the plan.

Grant

Refers to any grant that is administered under the CES Act (Canada Education Savings Act) or a program administered pursuant to an agreement entered into under Section 12 of the CES Act.

Education Savings Plan

According to the Income Tax Act, an 'education savings plan' is a contract entered into at any time between a subscriber and a promoter under which the Promoter agrees to pay or cause to be paid Educational Assistance Payments to or for one or more Beneficiaries.

Educational Assistance Payment (EAP)

An 'Educational Assistance Payment' means any amount other than a refund of payments, paid out of an Education Savings Plan to or for a beneficiary to assist the beneficiary to further the beneficiary's education at a Post-Secondary Education Institution, and in most cases, consists of CESG and growth paid or payable under an RESP to or for a beneficiary to assist with the beneficiary's education at the post secondary school level. These amounts do not include refunds of contributions made to the subscriber of the plan. 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 his or her post secondary education. Part-time students may receive up to \$2,500 for each 13-week semester. For courses under 13 weeks, the EAP is limited to the cost of tuition plus \$300 per week of study.

Educational Assistance Payments to the plan's beneficiary can begin once he/she becomes a full-time student or part-time student in a qualifying program at a post-secondary institution. The student must spend no less than 12 hours per month on courses or work in a program of at least three consecutive weeks duration. Students with disabilities may receive educational assistance payments for part-time study.

Payments may also be made if the beneficiary ceases to be enrolled in a Qualifying Educational Program or a Specified Educational Program within the six month period immediately preceding the date of the payment and the payment would have complied with paragraph 146.1(2)(g.1) of the Act had the payment been made immediately before the Beneficiary's enrollment in such program ceased.

Payments under the plan can be used to cover the student's living expenses, educational expenses such as tuition fees and books, and other relevant expenses.

Post Secondary Education Capital Withdrawal (PSE)

Post Secondary Education Capital Withdrawal is a withdrawal of contributions made by the subscriber during the time a beneficiary is eligible to receive EAP's. As the beneficiary is pursuing post-secondary education, the subscriber may withdraw his/her contributions without being required to repay any Grant amounts. The subscriber must sign the request for PSE capital withdrawals.

Post Secondary Educational Institution

A 'post-secondary educational institution' can be any of the following:

(a) A university, college, or other educational institution in Canada that is designated for purposes of the Canada Student Loans Act or the Canada Student Financial Assistance Act, or for the purposes of an Act respecting Financial Assistance for Education Expenses (Quebec).

(b) An educational institution in Canada certified by the Minister of Human Resources and Skills Development to provide courses not designed for university credit, that furnish or improve an individual's occupational skills.

(c) A university, college, or other educational institution outside of Canada that provides post-secondary courses, provided the beneficiary is enrolled in a course that runs at least 13 consecutive weeks.

Promoter

The promoter can be any person or organization offering an Education Savings Plan to the public.

Proof of Enrolment

Proof of enrolment documents must include the following information:

- (1) Student name
- (2) Program name
- (3) Reference to the semester (eg. Fall 2011)
- (4) School name and address with either a logo or letterhead of the school
- (5) Tuition costs (to help determine full or part-time status)

Subscriber

A subscriber is a person or public primary caregiver who enters into an RESP contract with the promoter or a person who has acquired a subscriber's rights under the RESP as provided for in the Income Tax Act (Canada). The subscriber agrees to contribute to the contract on behalf of the beneficiary.

Trustee

The Income Tax Act requires RESP funds to be held by a corporation licensed to be a trustee. The trustee is engaged by the promoter and can be the promoter itself. The Grant will be provided directly to the plan trustee or its authorized agent. The trustee of the ESP is Sun Life Financial Trust Inc.