

WOOD GUNDY

REGISTERED EDUCATION SAVINGS PLANS (RESP)

Proof of enrolment guidelines

Canada Revenue Agency (CRA) requires proof of an RESP beneficiary’s current enrolment in a **qualifying educational program** for all Educational Assistance Payment (EAP) withdrawal requests.

An EAP is a payment of funds from the RESP to finance the cost of the beneficiary’s post-secondary education. The EAP is comprised of the RESP’s accumulated earnings and government grants such as the Canada Education Savings Grant and any applicable provincial grants. To qualify for an EAP, the beneficiary must be enrolled in a qualifying educational program that lasts at least three consecutive weeks at a post-secondary educational institution.

Qualifying post-secondary programs include academic programs and occupational skills programs at educational institutions certified by the Employment and Social Development Canada (ESDC).

CIBC Wood Gundy will accept the following documents as valid proof of enrolment:

Document	Requirements
Proof of Enrolment Letter	<ul style="list-style-type: none"> Must be signed or certified by the Office of the Registrar or printed from the school’s website. Clearly indicate that the beneficiary is enrolled on a full time or part time basis in a qualifying educational program. Clearly indicate that the beneficiary is enrolled for the current academic year. Be on the institution’s letterhead or contain the school’s logo.
Invoice or Receipt of Payment	<ul style="list-style-type: none"> Must be from the Office of the Registrar or other credible source. Must include the institution’s logo. Clearly show the student is enrolled either full time or part time by listing the course length and the number of courses the beneficiary is enrolled in. Clearly state the tuition amount payable by the beneficiary (generally greater than \$1,500).

The following documents will be considered as invalid proof of enrolment:

Document	Shortcomings
Letters of Acceptance	Does not prove that the student has accepted the offer and is enrolled for the current academic year.
Tuition Fee Breakdowns	Does not state whether the beneficiary is enrolled on a full time or part time basis as it does not confirm how many courses the student is enrolled in.
Timetables	Do not usually come from the Office of the Registrar and can change frequently.
Students Cards	Does not verify that the student is enrolled for the current academic year.
Proof of Past Enrolment	Documents must clearly indicate that the student is enrolled in the current academic year.

We're here to help

For more information on RESPs and withdrawal qualifications and rules, please contact your CIBC Wood Gundy Investment Advisor.