

Registered Education Savings Plan (RESP) – Withdrawal

RESP Withdrawal details:

- Complete the RESP Withdrawal Form – Education
- Provide a photocopy of valid proof of enrolment and education expense details.

Valid Proof of Enrolment

Official documentation must use the educational institution's letterhead or be readily identifiable as a document reproduced from the institution's secure student web site. The document should take the form of an enrolment letter, course confirmation, receipted invoice, or a combination of these documents. Letters must be signed and certified by the office of the registrar or department head.

Valid proof of enrollment must clearly show the following information:

- Student name
- Name of educational institution
- Enrolment in a qualified educational program
- Initial start and end date of the program
- Current year of registration
- Enrolment course load (full-time or part-time)
- Tuition amount that has been paid (if invoice is provided)

Proof of enrolment must use the educational institution's letterhead or be readily identifiable as a document reproduced from the institution's secure student website.

Withdrawal type

- **Education Assistance Payment** – An EAP consists of the Canada Education Savings Grant (CESG), amounts paid under the designated provincial program and the earnings generated on the contributed funds within the RESP. EAPs are in the hands of the beneficiary and requests must be submitted within six months from the end date of the school term.
- **Post-Secondary Education payment** - If the beneficiary's education expenses exceed the amount available through an EAP, you may want to request a Post-Secondary Education Payment (PSE) to supplement the Education Assistance Payment. A PSE is a withdrawal of your original RESP contributions, which is made while the beneficiary is eligible to receive EAPs. There are no tax consequences on a PSE, whether paid to the subscriber or beneficiary.