

Complete this form and enrolment verification on the next page for each beneficiary. Current proof of enrolment from the educational institution is required for Educational Withdrawals.

Definitions and General Information

Educational Assistance Payment (EAP)

Amounts paid by a Registered Education Saving Plan (RESP) to a beneficiary (student) to help with their post-secondary education. These amounts do not include refunds of contributions made to the subscriber of the plan.

EAPs consist of growth on contributions, growth on grant, and grant amounts. To determine if a beneficiary meets the requirements for receiving EAPs, it must be confirmed that the beneficiary is enrolled at a **post-secondary education institution** in a qualifying or specified **post-secondary-educational program**. These are commonly referred to as full-time, part-time or international studies.

Post-Secondary Educational Institution

A post-secondary educational institution for the purposes of EAPs is:

- A college, university or other educational institution in Canada that has been designated by a provincial government or an appropriate authority under the Canada Student Loans Act, or designated by the Minister of Education for the province of Quebec.
- An educational institution certified by the Employment and Social Development Canada (ESDC)
- An educational institution **outside Canada** that is a college or other educational institution that provides courses at the post-secondary level, and at which a beneficiary was enrolled in a course of not less than **13** consecutive weeks. For University, this criterion is **3** consecutive weeks.

Post-Secondary Educational Program

The post-secondary education program must be one of the following:

- A qualifying educational program, which is a course of study of not less than three consecutive weeks duration that requires that each student spend not less than 10 hours per week in the program
- A specified educational program, which means a program of not less than three consecutive weeks duration that requires each student spend not less than 12 hours per month on courses in the program and the beneficiary has attained the age of 16 (part-time enrolment)

EAP Limits

The EAP amount must reflect the beneficiary's education-related expenses and are subject to the following limits:

- For a qualifying educational program (full-time), EAPs paid by a promoter **cannot exceed \$8,000 (grant and growth)** during the first 13 consecutive weeks of enrolment and, if there is a 12 month period when the beneficiary is not enrolled, this limit will once again apply.
- For a specified educational program (part-time), EAPs paid out by a promoter **cannot exceed \$4,000 (grant and growth)** for each 13 consecutive-week period of enrolment.

If the beneficiary's expenses are more than the limits stated above, an application for a higher EAP amount can be made to the department of Employment and Social Development Canada (ESDC). Please contact Fidelity for more information.

Please note that EAPs are taxable to the beneficiary in the year received and may not correspond to the tuition receipt periods. It is imperative that the beneficiary file his or her income tax declaration using the amount(s) found on the EAP tax slip(s).

A beneficiary may only receive a life-time maximum of \$7,200 of Canada Education Savings Grant in EAPs. When a beneficiary holds several RESPs, it is the responsibility of the subscriber to provide the most recent EAP letter with an RESP redemption request, if an RESP redemption has already occurred at another RESP promoter or in another RESP account. EAP letters are issued to the Beneficiary by RESP promoters following an EAP redemption, which is an ESDC requirement. Providing the EAP letter with RESP redemption requests will ensure that grant that has been paid out by another institution will be considered when the redemption is processed by Fidelity. Fidelity will issue a T4A, and Relevé 1 if applicable, to the beneficiary for EAP amounts paid, which should be filed with the beneficiary's tax return for that year. A beneficiary must repay any excess amounts. Certain provincial programs may also have lifetime maximums.

Please note in a Family RESP, grant, growth and contribution can be shared among the beneficiaries listed in the account (with the exclusion of the Canada Learning Bond, which is tied to the beneficiary who received it).

A beneficiary must be a resident of Canada to receive any grant as part of the EAP. A beneficiary may also be required to meet provincial residency requirements for certain provincial incentive programs.

Post-Secondary Education (PSE) Contribution Withdrawal

A refund of contributions made by the subscriber during the time a beneficiary is eligible to receive an EAP is called a "*post-secondary education contribution withdrawal*." Since the beneficiary is pursuing post-secondary education as per the proof of enrolment provided, the subscriber may withdraw contributions to pay for educational costs without being required to repay any grant amounts. These funds are not taxable to the subscriber or beneficiary.

Proof of Enrolment

Subscribers must provide proof of enrolment to ensure the beneficiary qualifies for an EAP. Proof must be dated within 6 months of enrolment. Please complete Section C and D of this Redemption Form and provide either the school registrar's authorization in Section E or provide documents such as an enrolment or registration letter from the registrar's office, invoice or tuition fees and/or a class schedule.

Acceptable proof of enrolment must contain all the information listed below; therefore, more than one document may be necessary.

- Beneficiary's name
- School name and address (on letterhead or stamp)
- Full-time or part-time status
- Number of hours per week or month for part-time status
- Program name
- Length of program
- Current year of program
- Previous semester information if requesting more than \$8,000 for full-time enrolment
- Number of consecutive weeks of each semester for non-Canadian schools

Non-Educational Capital Withdrawal

A non-taxable withdrawal of contributions requested by the subscriber. There will be no tax slip issued for this type of withdrawal. Associated grant for contributions withdrawn will be returned to Employment and Social Development Canada (ESDC), and Revenu Quebec (RQ) if applicable, upon completion of this withdrawal. No proof of enrolment is required.

Complete this form for an educational or non-educational RESP withdrawal. **Note:** For educational withdrawals, please complete this form fully and provide current proof of enrolment from the educational institution listed in Section E.

Dealer Code _____ Advisor Code _____ Advisor Name _____

Plan Holder Information

Fidelity RESP Account Number _____ Dealer Cross Reference No. _____

Name of Subscriber _____ Joint Subscriber (if applicable) _____

Beneficiary name _____

Is the Beneficiary a Canadian Resident? Yes No

If yes, please provide the Beneficiary's Province of Permanent Residency _____ If no, please enter the Residency Address below.

Beneficiary address Address same as subscriber

Address _____ City _____

Province/State/Territory _____ Postal/Zip code _____ Country _____

Note: Any Educational Assistance Payment letters will be mailed to this address.

Section A: Type of withdrawal

Educational Withdrawal

Educational Assistance Payment (EAP) (Grant and Growth) (Taxable in beneficiary's hands. Must be included in their income [T4A / Relevé 1])

Post-Secondary Education (PSE) Withdrawal (PSE Capital Withdrawals are not taxable)

Full Account Withdrawal (EAP and PSE)

EAP amount \$ _____

PSE amount \$ _____

Total amount \$ _____

Gross Net

Note: If there are insufficient earnings and/or grants to fulfill an EAP request in the account, the remainder will be processed as PSE withdrawal. Withdrawal will be processed in gross amount unless otherwise indicated.

Non-Educational Withdrawal

Partial Non-Educational Capital Withdrawal

100% Capital Withdrawal **Choose one:**

Return CLB and BCTESG, and close account; OR

Keep CLB and BCTESG, and keep account open

Amount \$ _____

Gross Net

Note: Non-educational withdrawal of contributions will cause associated grant to be returned to ESDC, and RQ if applicable, upon completion of the withdrawal. Withdrawal will be processed in gross amount unless otherwise indicated.

Section B: Redemption detail Please provide the fund name and fund code

Fund Code*	Fund Name*	Redeem Option <input type="checkbox"/> \$ OR <input type="checkbox"/> %	Net or Gross

* In the event of a discrepancy between the code and the name, we will treat the code as correct and process accordingly. **Total redemption amount if \$**

Note: Payment Detail

- Payment can only be made to beneficiary, subscriber(s), or academic institution.
- A signature guarantee will be required if:
 - Payment is made payable to the academic institution
 - Delivery address is different than the subscriber's or beneficiary's address on record
 - Redemption amounts are \$25,000 or greater. A stamp can be affixed by a Canadian bank, trust company or registered securities dealer.

The address of the academic institution must match the address on the proof of enrolment document.

Mailing Address _____

City _____

Province/Territory _____ Postal Code _____

Payee

Beneficiary (default)

Subscriber

Academic institution

Deliver to

Beneficiary

Subscriber

Academic institution

Type of delivery:

Mail to address on file

Direct deposit (EFT) Electronic Funds Transfer ****See policy below**

**** Fidelity EFT Policy:** To help protect our investors, Fidelity Investments requires one of the following:

- A copy of a personalized void cheque with client name and banking information **pre-printed/embossed** on the cheque. Counter cheques will not be accepted.
- A letter from a recognized Canadian Bank or Credit Union issued on an official bank form or letterhead, with client name and bank account details. Bank stamp and signature must be provided if indicated on the bank form or letterhead.
- An Online Bank Form, with or without void cheque image, with client name and bank account details. Bank stamp and signature must be provided if indicated on the Online Bank Form.

Special Instructions _____

Section C: Post-secondary enrolment information

Student name _____ School name _____
 Student number _____ School address _____
 Student address _____
 _____ City _____
 City _____ Province/Territory _____
 Province/Territory _____ Postal code _____ Postal code _____
 Program name _____ Program Type (select only one) Full time studies Part time studies
 Program length _____ Current year enrolled _____ Semester length (weeks) _____
 Current semester begins _____ Current semester ends _____ Semester length (weeks) _____
 Previous semester began (if applicable) _____ Semester ended _____ Semester length (weeks) _____

Section D: Proof of enrolment (Complete this section for educational withdrawals only)

Option 1: Confirmation from the school's registrar's office is provided below (signed and stamped)
 OR Fees paid _____
 Option 2: Proof of enrolment document is attached

Section E: School Registrar's Office (Complete this section if Section D – Option 1 is selected)

To the best of my knowledge, the above information in Section C is correct

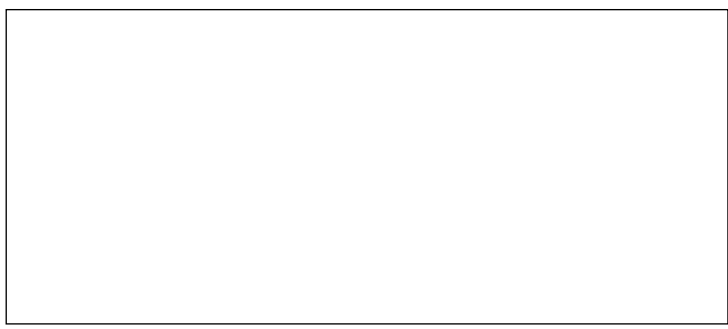
Registrar's name _____ Title _____ Telephone _____ Date _____	School registrar's stamp Registrar's Signature _____
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Authorized Signatures

For Quebec Residents Only / Réservé aux résidents du Québec
 By signing below, I acknowledge having received and examined the terms of this agreement in French and it is my express wish that this agreement be drawn up in English. I agree not to dispute the validity of this agreement on the basis that it is drawn up exclusively in English. En apposant ma signature ci-dessous, je reconnais avoir reçu et examiné les conditions de cet accord en français, et c'est ma volonté expresse que cet accord soit rédigé en anglais. Je conviens de ne pas contester la validité de cet accord au motif qu'il est rédigé exclusivement en anglais.

Subscriber _____ Date _____ Joint Subscriber (if applicable) _____ Date _____
 Advisor _____ Date _____ Joint Subscriber (if applicable) _____ Date _____

Signature Guarantee* (Affix stamp here)



- * A signature guarantee is required if:**
1. Payment is made payable to the academic institution;
 2. Delivery address is different than the subscriber's or beneficiary's address on record;
 3. Redemption amounts are \$25,000 or greater.

A stamp can be affixed by a Canadian bank, trust company or registered securities dealer.