



RESP Proof of Enrolment Requirements

In order to process an Education Assistance Payment (EAP), current proof of enrolment is required. A set minimum amount of information is required when submitting proof of enrolment along with the EAP Withdrawal Form. Proof of Enrolment is required every time an EAP is requested and is valid for 6 months following the final date of last study and the beneficiary if not returning to school.

Acceptable Proof of Enrolment

Acceptable proof of enrolment includes the following information:

- ◆ Student's full name (student permanent school ID without full name is not acceptable)
- ◆ Semester/term start date
- ◆ Name of post-secondary educational institution (abbreviation such as U of T is acceptable)
- ◆ Additional information that confirms the student is enrolled (see page 2 of this document)

The student may also complete the approved [Verification of Enrolment](#) form and have it signed and stamped by the educational institution.

Additional Guidelines for Proof of Enrolment

- ◆ If the beneficiary has a **Letter of Acceptance** and requires funds in order to be enrolled, we will issue the payment directly to the school only
- ◆ If the beneficiary has a **Letter of Acceptance** and an **official school receipt**, we will issue the payment to the beneficiary, subscriber, or directly to the school

Additional Proof for EAP Requests over \$20,000 or greater

If you are requesting an EAP of \$20,000 or greater, an itemized breakdown of expenses must accompany the Proof of Enrolment and EAP Withdrawal form. This is to determine the reasonableness of expenses as per CRA policy.

Note: *If the above information is not clearly provided along with the EAP Withdrawal Form, the request will be rejected. Please be sure the proof provided meets the Acceptable Proof of Enrolment guidelines above to avoid delays in the payment.*

→ Examples of Valid and Invalid Proof of Enrolment can be found on the following pages.



Valid Proof of Enrolment Examples

Valid Document	The Document Must:
An invoice or receipt of payment or deposit for tuition or on-campus school residence	<ul style="list-style-type: none"> ◆ Be from the Office of the Registrar / Student Housing Office or printed from the school's official website. If from the website, the school's Internet address must be clearly indicated. ◆ Display the school's logo/name ◆ Specify the amount paid/due ◆ Clearly state the student's name ◆ Clearly indicate payment due date, date of receipt <u>OR</u> current semester of study or academic year (it must be within six months of the completed semester)
Timetable	<ul style="list-style-type: none"> ◆ Be from the Office of the Registrar or printed from the school's official website. If from the website, the school's internet address must be clearly indicated ◆ Clearly state the student's name ◆ State the course length and the number of hours in a course of program per academic session ◆ Clearly indicate the semester of study or academic year it must be within six months of the completed semester.
Proof of Enrolment letter from the Office of the Registrar	<ul style="list-style-type: none"> ◆ Be on the school's letterhead ◆ Clearly state the student's name ◆ Clearly indicate the semester of study or academic year (it must be within six months of the completed semester) ◆ Indicate the courses or program studied ◆ State that the student is enrolled/registered at the school
Transcript from the school*	<ul style="list-style-type: none"> ◆ Be from the Office of the Registrar or printed from the school's official website. If from the website, the school's internet address must be clearly indicated ◆ Display the school's logo/name ◆ Clearly state the student's name ◆ Clearly indicate the semester of study ◆ Clearly indicate the courses currently enrolled in



Electronic Documentation	<p>Email:</p> <ul style="list-style-type: none">◆ Clearly indicate it is from the Office of the Registrar / Student Housing Office◆ Clearly state the student’s name◆ Indicate the courses or program studied (for a confirmation of registration email)◆ Indicate residence assignment and deposit paid/due (for a residence email)◆ Indicate tuition amount paid/due (for a tuition/payment email) <p>Screenshots:</p> <p>Smart Phone:</p> <ul style="list-style-type: none">◆ Clearly indicate it is from the school’s official mobile application (app) or from the school’s official website◆ Display the school’s logo/name◆ Clearly state the student’s name◆ Clearly indicate the semester of study or academic year (it must be within six months of the completed semester)◆ Clearly indicate the courses currently enrolled in and/or indicate the tuition amount paid/due <p>Web Portal:</p> <ul style="list-style-type: none">◆ Clearly indicate it is from the school official web portal (online account)◆ Display the school’s logo/name◆ Clearly state the student’s name◆ Clearly indicate the semester of study or academic year (it must be within six months of the completed semester)◆ Clearly indicate the courses currently enrolled in and/or indicate the tuition amount paid/due
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Note: One or more documents may be necessary to meet the requirements listed above.

*Transcripts that indicate “unofficial transcript” are acceptable provided it is printed from the school’s official website and meets all other indicated requirements. “Unofficial transcript” from any other source is not acceptable.



Invalid Proof of Enrolment Examples

The following documents are the most commonly received with an EAP request. Invalid documentation is not limited to these documents.

Document	Shortcomings of the Document:
Letters of acceptance*	◆ Does not prove the student has accepted the offer, enrolment or registration
Offers of admission	◆ Does not prove acceptance of the offer, enrolment or registration as the student may receive offers from multiple schools
Student cards	◆ Does not verify the current year of enrolment or if the student is still in school
Invoices/receipts for “non-tuition” expenses	◆ Does not prove current enrolment and program details Note: Students may claim any education-related expenses; however, receipts for books, off-campus rent, etc. do not constitute proof of enrolment.
Past years proof of enrolment	◆ Does not demonstrate that the student is enrolled in the current academic year

*For students attending a post-secondary institution in the United States, the term ‘Accepted’ indicates the student is officially enrolled. This does not apply to Canadian or International post-secondary institutions.