



EDUCATIONAL ASSISTANCE PAYMENT APPLICATION

Heritage Education Funds Inc.
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BENEFICIARY:

RESP CONTRACT NUMBER(S): _____

IMPORTANT INFORMATION:

To receive an Educational Assistance Payment ("EAP"), the EAP Application, a void cheque and Proof of Registration ("POR") OR Verification of Enrollment ("VOE") Forms are required. Please mail, fax or email the completed documents to us at EAP@HeritageRESP.com as soon as possible to expedite the advanced payment. If the EAP is approved on or after August 15, 2015, the full payment will be released in September 2015. If the POR or VOE is not yet available, please submit an EAP application and a void cheque by the August 15 deadline to avoid a late application fee of \$75.00 (plus applicable taxes). **The final deadline to submit the POR or VOE is January 31, 2016.**

EDUCATION FUNDING QUESTIONNAIRE

CHECK ONE

1. Is the beneficiary of this RESP attending a post-secondary program in the 2015-2016 year of eligible studies? Yes No

If you answered **NO** to question 1 or if the beneficiary does not qualify for an EAP in this year of eligible studies, the EAP will be deferred to September 2016. Please note that the first EAP may be deferred twice and the 2nd or 3rd EAP, if applicable, may only be deferred once. If you were granted EAP deferrals in prior years and have exceeded the permitted maximum, you may not qualify for the EAP deferral at this time.

2. A POR or VOE is required by January 31, 2016, prior to releasing the EAP. When will you provide the POR or VOE? September 2015
 January 2016

3. Has the beneficiary transferred/changed programs or institutions? Yes No

An official transcript or letter is required from the Registrar that confirms successful completion of the previous year(s) of eligible studies. Documentation may be faxed, mailed or emailed at EAP@HeritageRESP.com.

4. Is the beneficiary a Canadian resident? Yes No
Is the beneficiary a Quebec resident? Yes No

5. The EAP requested will be deposited into the beneficiary's bank account held at a Canadian financial institution. A pre-printed void cheque bearing the beneficiary's name should be submitted with this application.

The following signature is required ONLY if the beneficiary wishes to redirect the EAP:

I, _____ request my EAP be deposited to an account belonging to the subscriber(s). I am submitting a pre-printed void cheque bearing the subscriber(s)'s name.

Beneficiary's Signature _____

Beneficiary's Email Address _____

Date _____

AUTHORIZATION

Subscriber's Signature _____

Subscriber's Email Address _____

Date _____

Joint Subscriber's Signature (if applicable) _____

Joint Subscriber's Email Address (if applicable) _____

Date _____

NEXT STEPS

CHECK IF DONE

1. Check if you answered all questions above.
2. Date and sign the Authorization section.
3. Attach a void cheque. The EAP will be deposited into the Canadian financial institution account provided. If sufficient documents are received by August 15th, up to 50% of the EAP may be released within 5 business days of updating your file.
4. Mail, fax or email the application and void cheque. The POR or VOE may be sent to the address above, faxed directly to us or emailed by January 31, 2016. Please ensure to always include your contract number on any correspondence to us.

NOTE: The completed application, void cheque and POR or VOE must be submitted before August 15, 2015, to receive an advanced payment. Payment will not be issued until the POR or VOE is received.

What is required from us to receive an Educational Assistance Payment ("EAP")?

The completed EAP Application which bears the subscriber(s)'s signature(s), Proof of Registration ("POR") or Verification of Enrollment ("VOE") form confirming the beneficiary's enrollment status in eligible studies, and a void cheque held at a Canadian financial institution are required to process your application.

When do we have to contact Heritage Education Funds by?

You must contact our office before August 15, 2015, to avoid the late fee charge of \$75.00 (plus applicable tax). If we are contacted and all documents have not yet been submitted, the extended deadline is January 31, 2016.

When will the beneficiary qualify for an EAP?

The beneficiary may receive an EAP when he/she has advanced to the next year level and has successfully completed the previous academic year(s). Each post-secondary institution has a credit scheme or year equivalents for the programs available where students are categorized by year level according to the number of credits they have earned. Credits not completed may prevent advancement to the next academic year level. In such case, the beneficiary may not be eligible to receive an EAP.

A beneficiary who ceases to be enrolled in a qualifying program will still be eligible to receive the EAP for up to six months after ceasing to be the eligible beneficiary.

What kind of programs qualify under a Scholarship Option?

Under a Scholarship Option, the beneficiary must attend a qualifying program at a Recognized Institution, which is either: (i) a program of study of at least two years in duration requiring full-time attendance for at least six months of the year; or (ii) more than one program of full-time study, each of at least one year in duration, for up to four years depending upon the pay-out option selected. Each year requires full-time attendance for at least six months of the year and includes full-time distance education or correspondence courses.

The beneficiary is taking an apprenticeship program. Does he/she qualify for an EAP?

If the beneficiary is studying for less than 6 months in class on each academic year, he/she will not qualify for an EAP under the Scholarship option. Please contact our Customer Service Department at 416.502.2500 or toll free at 1.866.269.0639 for more information.

Can I delay the payment of an EAP to the following year?

If you want to delay the payment of an EAP to the following year, you have the following options:

- Request up to two deferrals of the first EAP.
- If the beneficiary has received at least one EAP (under Scholarship Option #2 or #3), he/she can request one deferral of either the second or third EAP, as applicable. Further deferrals may be granted by the Foundation at its discretion.

If the beneficiary fails a year of post-secondary education, will he/she still receive an EAP?

Yes, but not until he/she enrolls into the next academic level. In this case, the EAP may be deferred (certain conditions apply).

Are "back to back" programs (i.e. two 2-year college programs or four 1-year college programs) eligible under Option 3?

Yes, as long as the beneficiary completes each program successfully and continues on a full-time basis.

The school term does not start until January, or, the beneficiary is in a co-op program? Is there anything I need to know?

On the EAP Application, you may select the option to extend the deadline which will grant you an extension to submit your POR or VOE form by January 31, 2016. If the beneficiary is enrolled in a co-op program, we require proof that he/she is registered full-time in classes and in the next academic level, prior to issuing an EAP.

Can I fax the POR or VOE?

Yes, all POR and VOE forms must be fully completed, including the signature and seal/stamp of the Registrar's Official for the educational institution the beneficiary will be attending. Alternatively, the POR or VOE can be submitted online at EAP@HeritageRESP.com. Please ensure you include your contract number every time you communicate with us.

My child has already completed two or three years of Collège d'Enseignement Général Et Professionnel ("CEGEP") and is now in the first year of university/college. Does he/she qualify for the first EAP?

Likely, we will know for sure once your documentation is submitted and processed. Please send a letter from the Registrar or the POR or VOE confirming the completion of two or three years of CEGEP along with proof of your beneficiary's full-time registration in the first year of his/her new post-secondary program.

The following table illustrates the EAP amount per unit issued since 2012.

	2014	2013	2012
Option 1 / EAP 1	\$563/unit	\$571/unit	\$671/unit
Option 2 / EAP 1	\$282/unit	\$286/unit	\$336/unit
Option 2 / EAP 2	\$363/unit	\$422/unit	\$475/unit
Option 3 / EAP 1	\$188/unit	\$191/unit	\$224/unit*
Option 3 / EAP 2	\$182/unit	\$211/unit*	\$238/unit
Option 3 / EAP 3	\$242/unit*	\$310/unit	\$363/unit

*Illustrates EAPs awarded to beneficiaries under Option 3, in the last three years, for a total return of \$677 per unit.

Please note: the amounts shown will fluctuate and past pay-outs are not indicative of future returns.