



RESP Withdrawals Checklist

You can withdraw funds from your Registered Education Savings Plan (RESP) to pay for tuition, books, living costs and more when your child is enrolled in a qualifying post-secondary institution. Use this checklist to make sure you have everything you need to make a withdrawal.

i Before you get started, make sure you understand these two important terms:

Subscriber: The person who sets up the RESP and contributes funds to the plan.

Beneficiary: The person who will receive the funds from the RESP.

Confirm the post-secondary institution and program qualify for RESP withdrawals

Qualifying institutions:

- University, college, CEGEP, trade school or other designated educational institution in Canada.
- Educational institution in Canada certified by the Minister of Employment and Development Canada as offering non-credit courses that improve skills in an occupation.
- University, college, or other educational institution outside Canada that provides courses at the post-secondary level.

Qualifying programs:

Full-time

- Lasts at least 3 consecutive weeks.
- Students spend at least 10 hours per week on the program.

If outside Canada, a full-time program that lasts at least

- 13 consecutive weeks, or
- 3 weeks for university programs.

Part-time

- Lasts at least 3 consecutive weeks.
- Students spend at least 12 hours per month on the program.
- Students must be 16 years of age or older.

Get valid proof of enrolment

You can ask the registrar's office for valid proof of enrolment or an invoice. These documents may also be available on the institution's secure student website. Proof of enrolment is valid for six months from the date shown on the document.

Valid proof of enrolment	Document must include
Confirmation of enrolment	<ul style="list-style-type: none"> • School letterhead or logo • Student's name • Student ID number • Current academic year • Full-time or part-time status
Invoice from the registrar's office	<ul style="list-style-type: none"> • School letterhead or logo • Student's name • Student ID number • Tuition amount • Full-time or part-time status (list the course length and number of courses or credits)

⊗ **These documents are not valid proof of enrolment:**

- Letter of acceptance or offer of admission
- Tuition fee breakdown
- Course schedule or timetable
- Student card
- Proof of past enrolment

□ **Understand RESP withdrawal types, limits and tax implications**

Withdrawal type	Made up of	Limit	Tax implications
Post-Secondary Education Capital Payment (PSE)	Contributions from the subscriber	No limit	Not subject to tax
Education Assistance Payment (EAP)	Grant amounts, plus interest or dividend income	If this is the first EAP request for your child: <ul style="list-style-type: none">• Full-time: \$5,000 for the first 13 consecutive weeks of study• Part-time: \$2,500 for each 13 weeks of study To increase these limits, ask your RESP administrator to send a written request to the Canada Education Savings Program.	The beneficiary will receive a T4A and must claim the withdrawals as income. You may be asked to provide a list of expenses for review.

□ **Submit a completed RESP Withdrawal form (8393) and proof of enrolment**

1. **RESP Withdrawal Form.**

- For PSE withdrawals, only the subscriber has to sign.
 - For EAP withdrawals payable to the subscriber, both the beneficiary and the subscriber have to sign.
2. Scan the form and proof of enrolment and email them to CIBCInvestorServicesInc@cibc.com (or fax them to 905-948-9517).

What happens next?

CIBC Investor Services Inc. will complete the withdrawal for you.

- If the funds in your RESP account are readily available, it will take 1 business day to complete the withdrawal.
- If you need to sell term deposits, stocks or mutual funds, additional time will be required.

Need help?

Contact Us by phone, email or chat for assistance.