

YOUR EDUCATIONAL ASSISTANCE PAYMENT FOR YOUR HERITAGE REGISTERED EDUCATION SAVINGS PLAN(S) (“RESP”)

We are pleased to inform you that your beneficiary may be eligible for an educational assistance payment (“EAP”). In order for your beneficiary to receive an EAP, you must now complete our EAP application process.

IMPORTANT INFORMATION

Pursuant to the Canada Revenue Agency (CRA) regulations:

- There is an **annual EAP threshold limit of \$24,432**. If the total EAP is more than this amount, you or your beneficiary will be required to provide us with proof of the beneficiary’s educational expenses that meet or exceed the annual threshold limit in order to receive any remaining balance.
- The maximum amount of EAPs that can be made to a beneficiary attending full-time studies during the first 13 consecutive weeks of enrollment is \$5,000. After the beneficiary has completed 13 consecutive weeks of full-time studies in the previous 12-month period, there is no limit on the amount of EAPs that can be paid if the beneficiary continues to qualify to receive EAPs (provided the annual threshold limit is not exceeded). If there is a 12-month period in which the beneficiary is not enrolled on a full-time basis for 13 consecutive weeks, the \$5,000 maximum applies again.
- The maximum amount of EAPs that can be made to a beneficiary attending part-time studies is \$2,500 every 13 consecutive weeks.

INFORMATION ABOUT THE EAP APPLICATION PROCESS:

- 1. This is your EAP notice. Our EAP application process is electronic; therefore, no forms will be mailed to you.** You can find all information about this process and complete it on our website at Subscriber.HeritageRESP.com via your secure Subscriber Online account.
- 2. To begin the EAP application process,** we invite you to visit our website at Subscriber.HeritageRESP.com and create an online account if you have not already done so.
- 3. During the EAP application process, we will require you to:**
 - Complete an EAP Application by answering a few questions regarding your beneficiary’s intentions to pursue **or** not to pursue post-secondary education in this school year, as well as their status of enrollment, etc.
 - Upload a Proof of Registration (“POR”) or a Verification of Enrollment (“VOE”) form and a transcript (if applicable) provided by your beneficiary’s post-secondary institution(s).
 - Upload the beneficiary’s void cheque or a pre-authorized debit (PAD) form (either must be held at a Canadian financial institution) so we can deposit the EAP. Otherwise, a cheque will be mailed and a fee of \$20 (plus applicable taxes) will be deducted from your EAP.

IMPORTANT DATES TO REMEMBER:

- **ON or PRIOR to August 15, 2020:** complete the EAP Application and upload the void cheque(s) or PAD form(s).

Completion of the EAP Application will let us know if the beneficiary attends eligible studies in this school year or not. If you **do not complete** the EAP Application **by August 15**, the late application fee of \$75 (plus applicable taxes) will apply.

- If your beneficiary is registered in eligible studies and we receive and approve the EAP Application, void cheque or PAD form **and** POR or VOE **prior to August 15**, we will issue an advanced payment of up to 50% of the EAP amount. The advancement is based on the pay-out per unit received by beneficiaries last year.

Please be advised that we determine the EAP amounts in early September at which point, we will release the balance of the EAP based on this year’s pay-out per unit. We confirm that past pay-outs are not indicative of future returns.

IMPORTANT DATES TO REMEMBER (CONTINUED):

- If your beneficiary will attend eligible studies this school year but has not yet registered or has not obtained the POR or VOE, you are still required to complete the online EAP Application and submit the void cheque or PAD form by the **August 15 deadline**. You may submit the POR or VOE at a later date; however, it will delay any payment.
- If your beneficiary is **not** attending a post-secondary program during the 2020-2021 academic year, please let us know by completing the appropriate section in the EAP application process by the **August 15 deadline**.
- **January 31, 2021:** The deadline to submit the POR or VOE is **January 31, 2021**, to avoid a deferral and/or forfeiture of the EAP.

We encourage you to ACT NOW to receive the EAP sooner and avoid any delays and late application fees. Our electronic EAP application process will provide you with all the information and resources you need in order to receive funds from your RESP(s). It is easy and convenient, it allows you to track the progress of your EAP Application and it helps us in our efforts to preserve our environment for future generations.

If you have any questions about your EAP application process, please contact us toll-free at 1 800 363-7377. You can also reach us via email at contact@kff.ca or chat with a live agent using our web chat at **HeritageRESP.com**.

We wish your beneficiary continued academic success. Knowledge First Financial Inc. is proud to be your financial partner, helping your beneficiary reach their educational goals.

Sincerely,



Jade Arinzana
Senior Supervisor, Operations