

## RESP Proof of Enrolment (POE)

### Valid Proof of Enrolment

For a beneficiary who is pursuing post-secondary education, Alitis Investment Counsel requires one of the following valid Proof of Enrolment (POE) documents to process a withdrawal. If incorrect POE documents are submitted, post-secondary RESP withdrawals will be delayed.

Valid Document	The Document Must:
<b>An invoice or receipt for tuition<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Be sent from the Office of the Registrar or printed from the school's official website. If from a website, the school's Internet address must be clearly indicated.</li> <li>• Display the school's logo/name.</li> <li>• Specify the full tuition amount.</li> <li>• Clearly state the student's name.</li> <li>• Clearly indicate payment due date and date of receipt.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• Be sent from the Office of the Registrar or printed from the school's official website. If from a website, the school's Internet address must be clearly indicated.</li> <li>• Clearly state the student's name.</li> <li>• State the course length and the number of hours in a course or program per academic session.</li> <li>• Clearly indicate the semester of study (it must be within six months of</li> </ul>
<b>Proof of Enrolment letter from the Office of the Registrar</b>	<ul style="list-style-type: none"> <li>• Be on the school's letterhead.</li> <li>• Be signed or certified by the Office of the Registrar.</li> <li>• Clearly state the student's name.</li> <li>• Clearly indicate the semester of study (it must be within six months of the completed semester).</li> <li>• Indicate the courses or program being studied.</li> </ul>

Note: One or more documents may be necessary to meet the requirements listed above.

1. If your invoice indicates a deposit required to save the seat, or they risk losing their seat if payment is not made, Alitis Investment Counsel will not provide more than the invoice amount. Confirmation of payment or proof of registration will then have to be provided to obtain the remaining redemption amount.

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The following documents are those most commonly received with a redemption request. Invalid documentation is not limited to these documents.

Document	Shortcomings of the Document:
<b>Letters of acceptance</b>	<ul style="list-style-type: none"> <li>Does not prove acceptance of the offer, enrolment or registration.</li> </ul>
<b>Offers of admission</b>	<ul style="list-style-type: none"> <li>Does not prove acceptance of the offer, enrolment or registration.</li> </ul>
<b>Tuition fee breakdown</b>	<ul style="list-style-type: none"> <li>Lists all the courses and tuition fees associated with a particular field but does not confirm the number of courses the student is enrolled in.</li> </ul>
<b>Student cards</b>	<ul style="list-style-type: none"> <li>Does not verify the current year of enrolment.</li> </ul>
<b>Emails</b>	<ul style="list-style-type: none"> <li>Emails of any sort (including emails from the school) are not considered official documentation. They are difficult to authenticate and are not secure.</li> </ul>
<b>Invoices/receipts for "non-tuition" expenses or registration deposits/fees</b>	<ul style="list-style-type: none"> <li>Does not prove current enrolment and program details.</li> </ul> <p>Note: Students may claim any education-related expenses; however, receipts for books, rent, registration deposits, etc., do not constitute proof of enrolment.</p>