



UNIVERSITAS

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## REQUEST FOR AN EDUCATIONAL ASSISTANCE PAYMENT (EAP)

### INSTRUCTIONS

1. Photocopies of the original documents are accepted and can be sent by fax at 418 651-8030, by email at info@universitas.ca or by regular mail to the address indicated above.
2. Universitas reserves the right to request additional documents after reviewing the information received.

### BENEFICIARY'S INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID: \_\_\_\_\_ SIN: \_\_\_\_\_

Agreement No.: \_\_\_\_\_ (one form per agreement)

At the time of the request:

I am a resident of Canada ☐

I am not a resident of Canada<sup>1</sup> ☐

I am a resident of Quebec ☐

I am not a resident of Quebec<sup>2</sup> ☐

<sup>1</sup> If the beneficiary is not a Canadian resident at the time of payment, the Canada Education Savings Grant (CESG) will not be paid to this beneficiary. In addition, a withholding tax will apply pursuant to the Income Tax Act.

<sup>2</sup> If the beneficiary is not a Quebec resident at the time of payment, the Quebec Education Savings incentive (QESI) will not be paid to this beneficiary.

### REQUEST FOR THE WITHDRAWAL OF AN EDUCATIONAL ASSISTANCE PAYMENT (EAP) FOR THE BENEFICIARY

Please check one of the following options:

☐ **Full** withdrawal of the EAP

☐ Amount of the EAP withdrawal: \$ \_\_\_\_\_ (partial)

Please send us **recent proof of enrolment** in a post-secondary program of study (issued in the last 6 months).

We cannot process your EAP request without this proof.

Beneficiary's program of study (mandatory): \_\_\_\_\_

**The EAP cheque will be sent to the mailing address on file;** it is important that your contact information be up-to-date. If you need to update your information, you can do so via your Customer Portal. Simply, visit **UNIVERSITAS.CA** and click on CUSTOMER PORTAL.

- You can then register or sign in to your account using **your 6-digit ID number**.

### IMPORTANT

I acknowledge that EAP amounts are taxable income within the meanings of the applicable tax legislation; such amounts must be reported when filing my income tax return for the year in progress.

I have read and understand the following: receiving an EAP from Universitas has no impact on an application for a student loan or grant from the **Government of Quebec**. In the province of Quebec, the amounts from an RESP are not considered in the income calculation used when reviewing applications for student loans and grants. If you reside in another province, you must refer to the student financial assistance programs in your province or territory to learn the applicable procedure.

I hereby certify that the supporting documents requested are **original documents** having undergone no modification, alteration or falsification. I accept that any act committed resulting in the falsification of such documents will be considered as a fraudulent act, and that Universitas Management Inc. will take legal action according to the significance of the damage suffered.

\_\_\_\_\_  
Beneficiary's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subscriber's signature (*mandatory*)

\_\_\_\_\_  
Date