

Indian Residential Schools Settlement Agreement

Personal Credits Redemption Form (“form”)

Instructions

CEP Recipient:

Enclosed is a Personal Credits Redemption form which must be completed to use your Personal Credits. The form has been personalized for the person who will be using your Personal Credits. If you are using your Personal Credits at more than one Education Entity/Group Educational Service or if you are taking more than one course or program that occurs at a different location and/or on a different date, or if you are sharing your Personal Credits with family, more than one form is enclosed. Please review the enclosed forms carefully and give each form to the person whose name is in Section A of each Personal Credits Redemption form. **Only the person whose name is on the form may use the form and the related Personal Credits.**

If you are using some or all of your Personal Credits for yourself, please read and complete Section B on the Personal Credits Redemption form. Then please give the instructions and the Personal Credits Redemption form with your name in Section A to the Education Entity listed on the form. If you are using your Personal Credits at more than one Education Entity, more than one form is enclosed. Make sure you give the correct form to the correct Education Entity. **Failure to do so will result in non-payment.** Please make a copy of your documentation for your own records before giving it to the Education Entity. A representative of the Education Entity will then complete the form and submit it for payment. It is your responsibility to ensure that the Education Entity fills out the Redemption form and sends it to the Personal Credits Administrator. The Personal Credits Administrator will be able to confirm whether the Personal Credits Redemption Form has been received at the contact information below.

IMPORTANT: You may not change who you have chosen to give your Personal Credits to except in the event of death or disability of the family member prior to the submission of the Personal Credits Redemption form to the Agent of the Trustee, in which case, the Personal Credits may be transferred back to the CEP Recipient. Disability means severe, sustained mental or physical incapacity, as evidenced by a medical certificate signed by a licensed physician. Otherwise, you may change where you or your family members are choosing to use the Personal Credits if the course, program or group education service is no longer available. Only the CEP Recipient may request a change to where the Personal Credits can be used. Please contact 1-866-343-1858 or 1-877-627-7027 (TTY) for more information.

Family Member(s):

To use your share of the Personal Credits, please read and complete Section B on the Personal Credits Redemption form. Then please give the instructions and the Personal Credits Redemption form with your name on it to the Education Entity listed on the form. If you are using your Personal Credits at more than one Education Entity/Group Educational Service, or if you are taking more than one course or program that occurs at a different location and/or on a different date, more than one form is enclosed. Make sure you give the correct form to the correct Education Entity. **Failure to do so will result in non-payment.** Please make a copy of your documentation for your own records before giving it to the Education Entity. A representative of the Education Entity will then complete the form and submit it for payment. It is your responsibility to ensure that the Education Entity fills out the Redemption form and sends it to the Personal Credits Administrator. The Personal Credits Administrator will be able to confirm whether the Personal Credits Redemption Form has been received at the contact information below.

Personal Credits Administrator
Suite 3 - 505, 133 Weber St N Waterloo, ON N2J 3G9
or fax 1-888-842-1332
or email IRSPersonalCredits@crawco.ca

Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)

Education Entity:

What are Personal Credits:

The Indian Residential School Settlement Agreement (“IRSSA”) stipulates that once all Common Experience Payments have been made, if more than \$40 million remains in the trust, the funds are to be made available to CEP recipients who apply in the form of personal credits of up to \$3,000 each for educational purposes.

- CEP recipients will be able to choose to transfer their Personal Credits to certain family members as per the Indian Residential School Settlement Agreement (“IRSSA”);
- Terms and conditions for Personal Credits have been developed by Canada and the Assembly of First Nations and by Canada and Inuit Representatives to determine which programs and services and which educational institutions are eligible;
- Once the Personal Credits have been distributed, any amount remaining in the trust on June 1, 2015 is to be paid to the National Indian Brotherhood Trust Fund and the Inuvialuit Education Foundation to be used for educational programs.

It is currently estimated that the trust will be in excess of the \$40 million threshold required to trigger the implementation of Personal Credits for CEP Recipients to get an equal share of “Personal Credits,” **not cash**, for a maximum value of \$3,000 to be used for personal or group education services.

Where can Personal Credits be used:

Personal Credits may be used for either personal or group education services provided by Education Entities or Group Educational Services jointly approved by the Assembly of First Nations and Canada, as well as the Inuit Representatives and Canada.

First Nations, Métis and all other non-Inuk CEP Recipients may choose to pool their Personal Credits with other CEP Recipients and Transferees to develop and to participate in specific education programs. These Group Services would be aimed at the preservation, reclamation, development or understanding of native identities, histories, cultures or languages.

Inuit CEP Recipients may choose to pool their Personal Credits with other CEP Recipients and Transferees to participate in Group Educational Services including those aimed at the preservation, reclamation, development, or understanding of Inuit identities, histories, cultures, or languages.

Educational programs or services include, but are not limited to those provided by universities, colleges, trade or training schools, or which relate to literacy or trades, as well as programs or services which relate to the preservation, reclamation, development or understanding of native history, cultures, or languages. More information, including the list of approved Education Entities and Group Educational Services, can be found on the Official Court website at www.residentialschoolsettlement.ca or by calling the Personal Credits toll free number at 1-866-343-1858 or 1-877-627-7027 (TTY).

Education Entity Instructions on redeeming Personal Credits:

The student's name listed in Section A on the form must provide the Personal Credits Redemption form to an authorized representative of the Education Entity identified in Section A of the form.

Upon receipt of the form, the authorized representative from the Education Entity should:

1. Verify the person giving them the form is the person whose name is in Section A of the form (i.e. check identification); **and**,
2. Verify that their organization is named as the Education Entity in Section A of the form. Only the Education Entity on the form is eligible to submit the Personal Credits Redemption form for reimbursement; **and**,
3. Complete Section C of the Personal Credits Redemption form and submit the entire form with supporting documentation and invoice to:

Personal Credits Administrator
Suite 3 - 505, 133 Weber St N Waterloo, ON N2J 3G9
or fax 1-888-842-1332
or email IRSPersonalCredits@crawco.ca

4. Upon receipt, the Personal Administrator will review the form for completeness and eligibility. If the form is approved, a cheque will be issued to the Education Entity. If more information is required, the Personal Credits Administrator will contact the CEP Recipient and/or the Education Entity in writing and/or by phone.

IMPORTANT DEADLINE

Deadline for the Education Entity to submit completed Personal Credits Redemption form is **postmarked by June 8, 2015**

Failure to return the completed form and supporting documentation by the deadline will result in non-payment.

All inactive files will be closed on June 9, 2015.

Questions? Call 1-866-343-1858 or 1-877-627-7027 (TTY)
or email IRSPersonalCredits@crawco.ca

Personal Credits Redemption Form

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Protected B When Completed



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Privacy Statement:

The information requested in this Personal Credits Redemption form is being collected, used and retained by the Common Experience Payment ("CEP") Personal Credits Administrator ("Administrator") and its Agents for the purpose of operating and administering the CEP Personal Credits Administration pursuant to the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5 ("PIPEDA"). The information will be provided to the Government of Canada in order to facilitate the administration of the CEP Personal Credits. Personal information is protected under federal legislation, including PIPEDA and the *Privacy Act*, and personal information may be used or disclosed in accordance with applicable legislation. You have the right to request access to your personal information. To do so, call 1-866-343-1858 or 1-877-627-7027 (TTY).

Please print using black or blue ink.

Section A: Student's Information

CEP Transaction ID: XXXXXXXXXXXX

Group: Status Indian Non Status Indian Métis Non Aboriginal
 Inuit (Nunavut) Inuit (Quebec) Inuvialuit

Student's Language Preference English French

Student's Gender Male Female

This form is to be used by:

XXXXXXXXXXXX
DOB: XX/XX/XXXX
XXXXXXXXXXXX
XXXXXXXX, XXXXX
XXXX

This form is to be used at:

XXXXXXXXXXXX

The maximum value of Personal Credits to be used by this student for this course is:

\$XXXXXXXXXXXX

Section B: Student's Authorization

I, <<insert student's name>>, authorize the Administrator and its Agents, including Crawford Class Action Services, to contact <<insert Education Entity>> on my behalf only for the purposes of processing my Personal Credits Redemption form (please check box). Yes No. By signing below, I indicate my agreement.

Print Name: _____ Signature: _____

Date: _____

Section C: Education Entity Information

Part 1 - Contact Information:

Name of Education Entity
XXXXXXXXXXXX

Mailing Address (No., Street, Apt., R.R., P.O. Box)

City/Town

Province/Territory/State

Country

Postal Code/Zip Code

Telephone Number
() -

Education Entity Contact Name

Education Entity Contact's Position or Title

Education Entity Contact's Email Address

Personal Credits Redemption Form



Part 2 - Expenses:

XXXXXXXXXX: Please complete the table below to redeem the Personal Credits of the student listed in Section A of this form. There is no limit as to how many courses the student may attend, but all of the courses must be at XXXXXXXXXXXX and the total value of the Personal Credits being redeemed at the Education Entity may not exceed XXXXXXXXXXXX. **All funds should be listed in Canadian Dollars.**

Personal Credits may be used for tuition, books, course supplies etc. **Please note that cheques will only be issued to the Education Entity and not to the CEP Recipient, his or her Personal Representative, or to his or her family members.**

The example has been provided below for illustration purposes only. If you need more space, please photocopy this page and write the student's name and the CEP Transaction ID on the top of the additional page and submit with the Personal Credits Redemption form.

How Personal Credits will be used	Example	
Name of Education Entity	<i>Any College</i>	
Name of Course:	<i>Course YYZ</i>	
Start Date	<i>01-Sep-2013</i>	
End Date	<i>31-Dec-2013</i>	
Tuition	<i>\$1000</i>	
Books	<i>\$250</i>	
Course Supplies	<i>\$100</i>	
Other: _____		
Name of Education Entity	<i>Any College</i>	
Name of Course:	<i>Course ABC</i>	
Start Date	<i>01-Jan-2014</i>	
End Date	<i>31-Apr-2013</i>	
Tuition	<i>\$750</i>	
Books	<i>\$150</i>	
Course Supplies	<i>\$50</i>	
Other: _____		
Name of Education Entity	<i>Any College</i>	
Name of Course:	<i>Course ZZY</i>	
Start Date	<i>01-May-2014</i>	
End Date	<i>31-Aug-2014</i>	
Tuition	<i>\$300</i>	
Books	<i>\$225</i>	
Course Supplies	<i>\$175</i>	
Other: _____		

Personal Credits Redemption Form

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Protected B When Completed



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Prior to submitting the Personal Credits Redemption form, the Education Entity must enclose the following supporting documentation with the form. **Incomplete information may lead to the Personal Credits Redemption form being delayed or denied.**

- Proof of Student's registration in the course
- Invoice on the Education Entity's letterhead which should include:
 - Payee information
 - Payee mailing address
 - Business Registration Number of Entity if applicable
 - GST/QST/HST Number of Entity if applicable
 - Student's name
 - Total fee payable

Declaration of Education Entity:

I hereby certify that all statements and documentation provided are correct and complete. I understand that I may have to provide additional documentation to substantiate this claim and that any misrepresentation of this data may result in non-payment.

Print Name: _____

Signature: _____ Date: _____
mm/dd/yyyy

**Please ensure the fully completed form is returned and postmarked no later than
June 8, 2015 to:**

Personal Credits Administrator
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