

# Indian Residential Schools Settlement Agreement Personal Credits Group Redemption Form (“form”) Instructions

## CEP Recipient:

Enclosed is a Personal Credits Group Redemption form which must be completed to use your Personal Credits for programs offered by Group Educational Services. 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 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 form(s) carefully and give the form(s) to the person whose name is in Section A of the Personal Credits Group Redemption form(s). **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 of the enclosed Personal Credits Group Redemption form. Then please give the instructions and the Personal Credits Group Redemption form with your name on it to the Group Educational Service listed on the form. If you are using your Personal Credits at more than one Group Educational Service, more than one form is enclosed. Make sure you give the correct form to the correct Group Educational Service. **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 Group Educational Service. A representative of the Group Educational Service will then complete the form and submit it for payment. It is your responsibility to ensure that the Group Educational Service fills out the Personal Credits Group Redemption form and sends it to the Personal Credits Administrator. The Personal Credits Administrator will be able to confirm whether the Personal Credits Group 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 of the enclosed Personal Credits Group Redemption form with your name on it. Then please give the instructions and the Personal Credits Group Redemption form with your name on it to the Group Educational Service listed on the form. If you are using your Personal Credits at more than one Group Educational Service, or if you are taking more than one 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 Group Educational Service. **Failure to do so will result in non-payment.** Please make a copy of your documentation for your own records before sending it to the Group Educational Service. A representative of the Group Educational Service will then complete the form and submit it for payment. It is your responsibility to ensure that the Group Educational Service fills out the Personal Credits Group 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](mailto:IRSPersonalCredits@crawco.ca)

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

## Group Educational Service:

### 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](http://www.residentialschoolsettlement.ca) or by calling the Personal Credits toll free number at 1-866-343-1858 or 1-877-627-7027 (TTY).

**Group Educational Entity Instructions on redeeming Personal Credits:**

The person named on the Personal Credits Group Redemption form must provide the form to the Group Educational Service identified on the form. Upon receipt of the form, the Group Educational Service should:

1. Verify the person giving them the form is the person whose name is in Section A of the Personal Credits Group Redemption form (i.e. check identification); **and**,
2. Verify that their organization is named as the Group Educational Service in Section A of the form. Only the Group Educational Service in Section A of the form is eligible to use and to submit the form; **and**,
3. Complete and submit one (1) copy of Section C of the Personal Credits Group Redemption form per group of participants who are taking or have taken the same program on the same date at the same location.
4. Once complete, make a copy of the documentation for your records and then submit the Personal Credits Group Redemption form along with each participant's Participant Information (Section A and Section B of the Personal Credits Redemption form) ensuring that the barcode is visible on each participant's form, and any supporting documentation with 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](mailto:IRSPersonalCredits@crawco.ca)**

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

**IMPORTANT DEADLINE**

**Deadline** for the Group Educational Service to submit completed Personal Credits Group 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](mailto:IRSPersonalCredits@crawco.ca)**

# Personal Credits Group Redemption Form

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Protected B When Completed



XXXXXXXXXX

## Privacy Statement:

The information requested in this Personal Credits Group 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: Participant's Information

CEP Transaction ID: XXXXXXXXXXXX

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

Participant's Language Preference  English  French

Participant's Gender  Male  Female

This form is to be used by:

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

This form is to be used at:

XXXXXXXXXX

This form is to be used for:

XXXXXXXXXX on XX/XX/XXXX

The maximum value of Personal Credits to be used by this participant for this program is:

\$XXXXXXXX

## Section B: Participant's Authorization

I, XXXXXXXXXXXX, authorize the Administrator and its Agents, including Crawford Class Action Services, to contact XXXXXXXXXXXX on my behalf only for the purposes of processing my Personal Credits Group Redemption form (**please check box**).  Yes  No. By signing below, I indicate my agreement.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

XXXXXXXXXX: When redeeming the Personal Credits of the participants you must:

1. Submit Section A and B above for each participant ("Participant Information") taking the same program on the same date at the same location; and,
2. Complete and submit one (1) copy of Section C below for the group of participants who are taking the same program on the same date at the same location.

**Section C - Group Educational Service Information:**

Section C is to be completed by the Group Educational Service. **You must complete a new Section C for each different program and for each program that occurs on a different date and/or at a different location.**

**Part 1 - Contact Information:**

Name of Group Educational Service  
XXXXXXXXXX

Mailing Address (No., Street, Apt., R.R., P.O. Box)	City/Town
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Province/Territory/State	Country	Postal Code/Zip Code	Telephone Number ( ) -
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Group Educational Service Contact's Name	Contact's Position or Title
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Group Educational Service Contact's Email Address

**Part 2 - Program Information:**

Name of Program  
XXXXXXXXXX

Start Date of Program (mm/dd/yyyy) XX/XX/XXXX	End Date of Program (mm/dd/yyyy) XX/XX/XXXX
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Location of Program (Street Address, City/Town, Province/Territory/State, Postal Code/Zip Code)

Number of expected participants in the Program	Number of Participant Information forms attached
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## Part 3 - Expenses:

XXXXXXXXXX: To redeem the Personal Credits of a group of participants, you must fill out the table below itemizing the expenses that correspond to your redemption request. A separate table must be completed for each different program and/or program that occurs on a different date and/or location.

**IMPORTANT:** The total value of the Personal Credits being redeemed by the Group Educational Service in regard to the program listed below may not exceed the combined total value of each participant's Personal Credits value listed in Section A of the Personal Credits Group Redemption Form for the same program/date/location. All funds should be listed in **Canadian Dollars**.

Personal Credits may be used for instructors, room rental, books, course material, program supplies and computers etc to develop and deliver programs. **Please note that cheques will only be issued to the Group Educational Service and not to the CEP Recipient, his or her Representative, or to his or her family members.**

If you need more space, please photocopy this page.

<b>Name of Program:</b>	
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<b>Date of Program:</b>	
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<b>Location of Program:</b>	
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Itemize how the Personal Credits will be/or were used for the above program	Type of Cost (Development or Delivery)	Total Expense (CDN funds)
<i>Example 1: Program room rental</i>	<i>Delivery</i>	<i>\$6000.00</i>
<i>Example 2: Consultant on the development of the program</i>	<i>Development</i>	<i>\$3000.00</i>
<b>Total:</b>		

# Personal Credits Group Redemption Form

Protected B When Completed

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

- Section A and Section B from each Personal Credits Group Redemption form for all of the participants who are taking part or who took part in the program
- One (1) completed Section C for the group of participants that taking part or who took part in the same program at the same location and on the same date that itemizes the expenses that correspond to your redemption request
- Invoice on the letterhead of the Group Educational Service which should include:
  - Payee information
  - Payee mailing address
  - Business Registration Number of Group Educational Service if applicable
  - GST/QST/HST Number of Group Educational Service if applicable
  - Participant List
  - Total fee payable

## Declaration of Group Educational Service:

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  
Suite 3 - 505, 133 Weber St N Waterloo, ON N2J 3G9  
or fax 1-888-842-1332  
or email [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)