Canada Student Grant (CSG)
A Step-by-Step guide for dealing with your CSG funding cheque

1. Deposit Cheque

2. Pay Services Provider(s)
   - This can include services such as: tutoring, learning strategist support or notetaking.
   - Pay RCSD LAP services by cash or personal cheque at the RCSD front desk or online with a credit card.

3. Unused Funds
   - Unused funds must be sent back to the Ministry of Advanced Ed.
   - To do so, the unused funds must be in the form of:
     - Certified cheque
     - Bank draft or
     - Money order
   - Payment to: Minister of Finance

4. Returning Unused Funds & Forms
   - Send unused funds to:
     Ministry of Advanced Education
     StudentAidBC – Directed Programs Unit
     PO Box 9173 Stn Prov Govt
     Victoria BC V8W 9H7
   - You must include your Service Provider Receipt Form completed and signed by your service provider(s) and you!

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Frequently Asked Questions

**Who do I make the cheque out to for LAP Services?**
A: Make the cheque out to the University of Victoria

**How do I know what my unused funding is?**
A: Your Funding - Approved Service Costs = Your unused funds

*Note:* Try using the Approval Details section on the front page of the Service Providers Receipt Form as an easy formula template.

**There is only room on the Service Provider Receipt Form for one service provider. What if I access multiple service providers?**
A: Submit one Service Provider Receipt Form for each service provider.

**I used private and RCSD services. How do I pay my private service providers?**
A: Payment of private services providers should be determined in a way that works for you both. This is a talk you should have at the start of your arrangement.

**What should I do if I lost my Service Provider Receipt Form?**
A: A copy of the Service Provider Receipt can be downloaded here: https://studentaidbc.ca/sites/all/files/form-library/service_provider_receipt_form.pdf

**What if I need more information?**
A: Please email or call your advisor if you have any questions or need clarification.