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 CAL LAP services by cash or personal cheque at the CAL front desk or online with a credit or debit 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 CAL 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:

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