

T2202A –Tuition, Education and Textbook Amounts Certificate

Frequently Asked Questions

Q: What is a T2202A?

T2202A is an official statement for income tax purposes of the tuition and fees paid for qualifying courses that are eligible for claim on the income tax return. The form is available on or about the 3rd week in February for the tuition and eligible fees paid in the preceding calendar year.

Q: How do I get a T2202A form?

You can print your T2202A through the OCAD online registration system (SIS). A PDF file is available through your student access menu. T2202A forms are prepared for all students who have paid more than \$100 in eligible tuition fees for courses beginning and ending in a calendar year. Certain administrative and ancillary fees are not eligible for tax deduction.

Q: Is the T2202A form sent to me?

No the T2202A is no longer mailed out. Your T2202A form is available online through your online registration (SIS). You can print your T2202A as often as you like. (*T2202A's from 2004-2006 are available online, however T2202A's prior to 2004 are available by request only at the Cashiers' Office or by phone to the Student Accounts Clerk ext. 317.)

Q: What is SIS and how can I access it?

SIS is the OCAD Student Information System. You use SIS every time you register for and or change courses. SIS is your personalized access to web services for students.

Q: How can students who do not have access to the web obtain a form if they need it?

Students can access their SIS account from any computer in the Library or a computer lab that has a web browser. You can also request a copy from the Student Accounts Clerk and Cashier's Office by providing appropriate identification. We will accept requests for a printed copy during regular working hours, (8:30am-4:00pm Monday through Friday.) There is a \$5 fee and please allow five (5) business days to process the request.

Q: Do I have to submit my T2202A form with my income tax submission?

Students are not required to submit a printed copy of the T2202A form with their tax return, even if the T2202A credits are transferred to a parent. A printed copy is only required when requested by the Canada Revenue Agency (CRA) as part of a formal audit.

Q: Why doesn't my T2202A match the amounts I paid for my courses/program?

The total amount of tuition fees paid may not necessarily correspond to your

T2202A because not all tuition and related fees are tax deductible.

Q: What tuition fees are not eligible for my T2202A?

Fees that are not eligible include: Acad Equip/New Technology, Health Counselling, Career Services, Learning Resource, Health/Accident, Dental, all Student Union fees, program and ancillary fees, materials, goods of lasting value that you keep (such as a computer, materials or tools) and certain other administrative fees.

Q: Why doesn't my T2202A include the amount I paid for the academic year, Fall and Winter Semesters?

The T2202A is based on the tax year (January to December) and not the school year. The T2202A will include winter courses from the previous school year, summer courses and the current year's fall courses.

Q: My parents will be claiming my tuition fees and require that my T2202A be issued to them directly. Can OCAD do this for me?

OCAD is required to make the T2202A available to the student directly. Students must use the T2202A on their own return until the Federal Tax payable is reduced to zero. At this point the student may transfer the balance of the credit to their parent using the information on the T2202A related to the transferring of the unused credit as per the Income Tax Act. The student is required to sign the T2202A authorizing the transfer.

Q: What is the monthly credit for attendance in column B/C of the T2202A form used for and am I eligible to make this claim?

In addition to claiming eligible tuition and related fees, full time students who are enrolled in 10 or more course hours per week for 3 consecutive weeks in a month are eligible to claim \$400 for each month of full time study. Part time students enrolled in less than 10 hours per week for 3 consecutive weeks in a month are eligible to claim \$120 for each month of part time study.

Q: I printed my T2202A form from SIS but the address on it was incorrect. Do I need a new one?

You can use your T2202A form even if the address is incorrect. Remember that it is not necessary for students to submit the T2202A form with the tax return, but they must produce it if requested by Revenue Canada. We strongly suggest that you keep your address updated on SIS. Please note that when you change your address online, it will only change your current address and not your permanent address. If you would like to change your permanent address, please contact the Office of the Registrar at 416-977-6000 ext. 286 or ext. 329.

Q: I printed my T2202A form from SIS but the amount on it was incorrect. What do I need to do to get a new one?

If you feel that the information on your T2202A form is incorrect, please review all of these FAQ's to ensure that you understand the period they are issued for and the amounts that are included and excluded.

Q: If I add the tuition for my course together with that of another institution, I would meet the \$100 minimum. Why won't you give me a T2202A?

As per the Income Tax Act, students may not combine receipts from institutions

to meet the minimum eligible fee.

Q: Can you help me with some questions about my tax return?

Unfortunately we cannot. In depth questions regarding the use of the T2202A form in the tax preparation process should be directed to Canada Revenue Agency (CRA). Tax guides are available from any CRA office or Canada Post Office. CRA also publishes a booklet called "Students & Income Tax" - Government form P105 (E).

Q: I want to print my T2202A tax form a second time. Can I do this?

Yes, you can print your T2202A as many times as you like. Keep in mind that the T2202A does not get submitted with a student's tax return but is required when transferring amounts to someone else as permitted by the Canada Revenue Agency (CRA) or if you are being audited.

Q: Can my parents, siblings, or anyone obtain information that is on my record at the University?

No, not even your parents can obtain confidential information without your written consent. The University gathers and maintains information used for purposes of admission, registration and other fundamental activities related to being a member of the university community and to attending a public post-secondary institution in Ontario. The policy regarding the release of information about students is intended to protect the individual student's right to privacy and the confidentiality of his or her record. Personal Information Protection Guidelines and the Freedom of Information and Protection of Privacy Act (FIPPA) govern access to confidential information at the University.