

## T2202A

### Frequently Asked Questions

**Saskatchewan Polytechnic does not issue T2202A certificates for apprenticeship or regional college training. Please contact either the Saskatchewan Apprenticeship and Trade Certification Commission or the regional college you attended.**

#### 1. What is a T2202A?

The T2202A (i.e., Tuition and Education Amounts Certificate) is an official income tax receipt issued by qualifying educational institutions for tuition, education and textbook tax credits that can be claimed on a personal income tax return.

According to Canada Revenue Agency (CRA) regulations, tuition and fees reported on a T2202A must exceed \$100 and must relate to a course at the post-secondary level, or to training taken to obtain or enhance skills in an occupation.

#### 2. How and when can I get my T2202A?

T2202A's are available electronically on mySaskPolytech no later than the end of February each year for the preceding taxation (i.e., calendar) year (e.g., by February 28, 2017, for the 2016 tax year). Access mySaskPolytech by clicking on the [mySaskPolytech](http://mysaskpolytech.ca) link here, or by clicking the mySaskPolytech link on our home page at [www.saskpolytech.ca](http://www.saskpolytech.ca).

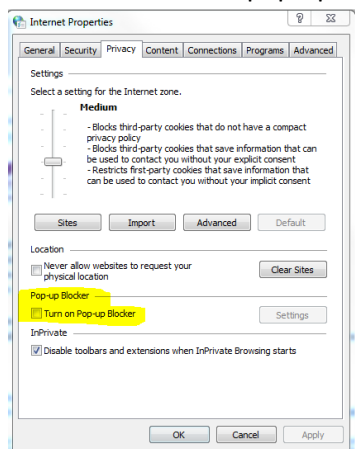
#### 3. How do I print my T2202A?

To print your T2202A from mySaskPolytech, follow these instructions:

- Under the Students tab and in **"Online Administrative Services"**, click on **"View/Print Tax Forms"**
- Under the heading **"Canadian Tax Forms"**, click on **"T2202A Tax Credit Form"**
- Under the heading **"Tax Credit Data Form"**, select the tax year using the drop-down menu and click on **"Printable T2202A Form"**, and **"Submit"**.
- With your computer connected to a printer, print a copy of your T2202A form.

**NOTE:** If your T2202A will not open, you must disable the pop-up blocker on your internet browser. (Instructions below for Windows systems).

- Click on the Windows home button at the bottom left of your computer screen
- Type "pop" into the search field
- Choose "block or allow pop-ups", and remove the checkmark to unblock



### ***Trouble accessing your account or viewing your T22? Forgot your username or password?***

Contact our Helpdesk at 1-888-733-5333 or [helpdesk@saskpolytech.ca](mailto:helpdesk@saskpolytech.ca). You must have your student ID number handy in order for the Helpdesk to assist you. (Your ID number is available on various letters, receipts, confirmations, etc.)

#### **4. Can I print a duplicate copy of my T2202A?**

Yes. Second and subsequent copies include the printed word **\*\*Duplicate\*\***.

#### **5. How can I get my T2202A if I do not have a computer, printer or access to the Internet?**

Saskatchewan Polytechnic libraries and other locations have computers where students can access mySaskPolytech. Other locations include, for example, regional colleges, places of employment, community libraries, and Internet cafés. If none of these options is available to you, you may contact Registration Services (in person with proof of identification), by email, or by phone, and a representative will mail a copy of your T2202A to your address on record.

[RegInbox.MooseJaw@saskpolytech.ca](mailto:RegInbox.MooseJaw@saskpolytech.ca)

306-691-8383

[RegInbox.Regina@saskpolytech.ca](mailto:RegInbox.Regina@saskpolytech.ca)

306-775-7301

[RegInbox.PrinceAlbert@saskpolytech.ca](mailto:RegInbox.PrinceAlbert@saskpolytech.ca)

306-765-1600

[RegInbox.Saskatoon@saskpolytech.ca](mailto:RegInbox.Saskatoon@saskpolytech.ca)

306-659-4800

Alternatively, you can pick up a copy of your T2202A at the Registration Services counter of the nearest Saskatchewan Polytechnic campus location.

#### **6. Why doesn't the amount on my T2202A match the amount I paid for my program/course?**

The total amount of tuition and fees paid may not necessarily correspond to your T2202A because not all tuition and fees are tax deductible. Also, the T2202A is based on the tax year (January to December) not the standard school year (September to June).

##### ***One of the following statements may answer your question:***

- A T2202A only reports "eligible fees", not all fees that have been paid. Therefore, the T2202A will typically be less than the actual amount paid for a full-time program or course. Also, non-tuition related fees (e.g. Student Association and Health and Dental) are not eligible. Refer to the [Canada Revenue Agency \(www.cra-arc.gc.ca\)](http://www.cra-arc.gc.ca) site for eligible fees.
- **Audited** courses are not eligible.
- **Non-credit** courses are included but may not be eligible. It is the student's responsibility to determine eligibility for taxation purposes. You may wish to consult with your accountant, or refer to the [Canada Revenue Agency \(www.cra-arc.gc.ca\)](http://www.cra-arc.gc.ca) site.
- **For part-time status to be reported on your T2202A, you must have attended at least three consecutive weeks for at least 12 hours of instruction per month**
- If the program you took started in one calendar year and ended in the next, the tuition paid will be pro-rated over the two calendar years for T2202A purposes.
- T2202A tax receipts are issued for tuition and fees paid in respect of the calendar year. If you have not paid your tuition and fees in accordance with stated Saskatchewan Polytechnic timelines, the reporting of those unpaid amounts on your T2202A will be delayed.
- Tuition amounts do not include books, student fees or printed materials.
- The months reported on the T2202A are for each whole or part month in the calendar year you were enrolled as a full-time or part-time student.
- Only tuition and fees greater than \$100 are eligible to be reported on a T2202A.

**Still need assistance understanding the values, or not in agreement with the information provided on your T2202A? Contact a Registration Services Manager directly:**

Moose Jaw Campus	306-691-8377
Prince Albert Campus	306-765-1614
Regina Campus	306-775-7924
Saskatoon Campus	306-659-4811

**7. What if the address on my T2202A is incorrect? Do I need a new T2202A?**

No. You may submit the T2202A information as received even if the address is incorrect. According to CRA regulations, it is not necessary for students to submit the T2202A with the income tax return but they must produce it if requested by CRA.

To update your address, go to <http://mysaskpolytech.ca>, Students tab, Online Administrative Services.

**8. What if my tuition was waived, paid by a third party, or reimbursed through professional development funds?**

CRA regulations generally do not permit individuals to claim educational amounts where a benefit, grant, allowance or reimbursement of tuition was received (*example*, dual credit high school students).

In some situations specific to Saskatchewan Polytechnic employees (e.g., Faculty Certificate Program, employee development, etc.), all or part of the tuition may have been waived or reimbursed. A T2202A may still be issued in some scenarios, and it is the responsibility of employees to ensure their tax eligibility by checking CRA guidelines or by discussing the situation with an independent tax professional.

**9. What if a third party (e.g. my parents) wants to claim the amount on my T2202A?**

The T2202A is always issued in the name of the student registered for classes at Saskatchewan Polytechnic. If you determine you are eligible to transfer tuition credits to a third party such as a parent, you may print the T2202A and sign the authorization on page two. Guidelines on transferring tuition credits are available from the [Canada Revenue Agency](#).

**10. What if I have questions about completing my income tax return or tax deductions?**

Saskatchewan Polytechnic staff are not able to provide income tax advice. In-depth questions regarding the use of the T2202A in the tax preparation process should be directed to the CRA or to an independent tax professional.

Tax guides (e.g., P105 Students and Income Tax [www.cra-arc.gc.ca/E/pub/tg/p105/](http://www.cra-arc.gc.ca/E/pub/tg/p105/)) along with many other helpful CRA publications can be obtained in person at any CRA office location, by visiting the [Canada Revenue Agency](#) website, or calling the CRA at 1-800-959-8281.