



T2202

Frequently Asked Questions

Saskatchewan Polytechnic does not issue T2202 certificates for apprenticeship or Saskatchewan (regional) college training. Please contact either the Saskatchewan Apprenticeship and Trade Certification Commission or the college you attended.

Effective from the 2019 taxation year forward, this certificate has been renumbered from T2202A to T2202, and is renamed the Tuition and Enrolment Certificate.

The Canada Revenue Agency (CRA) now requires all designated educational institutions to report each student's Social Insurance Number (SIN) on the T2202.

Saskatchewan Polytechnic is currently contacting all students eligible to receive a 2019 T2202, to advise, and request the SIN.

To submit your Social Insurance Number, use our secure online form available on mySaskPolytech. Follow the link on the Student Home page, under the heading Profile and Transcripts, "Update Personal Information and SIN".

If you receive any communications containing a direct link to the SIN form, delete the message. Do not click the link, do not open attachments, and do not reply to the message.

International students who have earned income in Canada and are filing a Canadian tax return must also provide the SIN. Consult the [Canada Revenue Agency](#) site for more information concerning tax obligations.

Your Social Insurance Number is considered confidential personal information. It is maintained in a highly secure environment and is used by Saskatchewan Polytechnic only as required for government reporting.

For 2017 only, all students who have taken one or more courses with the course code CEBD must access their 2017 T2202A certificates through the part-time studies gateway. To access this portal, follow the link below. Your username was issued to you by email, and is not the same as your Sask Polytech username and password combination. Once you have accessed the portal, you will see your name in the top right corner of the screen. Click on your profile to view "Documents" at the bottom of the screen.

<https://can-elevate.elluciancloud.com/app/sask/f?p=1202:LOGIN>

1. What is a T2202?

The T2202 is an official income tax receipt issued by qualifying educational institutions for tax credits that may be claimed on a personal income tax return.

According to Canada Revenue Agency (CRA) regulations, a T2202 must be filed with your income tax assessments.

2. How and when can I get my T2202?

T2202'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 29, 2020, for the 2019 tax year). Access mySaskPolytech by clicking on the [mySaskPolytech](https://www.saskpolytech.ca) link here, or by clicking the mySaskPolytech link on our home page at www.saskpolytech.ca.

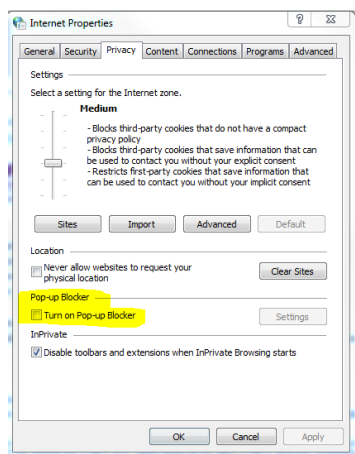
3. How do I print my T2202?

To print your T2202 from mySaskPolytech, follow these instructions:

- a) On the Student Home page, click the “myFinances” bubble.
- b) On the right, under Tax Forms, click on “T2202 tax form for programs”.
- c) Under the heading “Tax Credit Data Form”, select the tax year using the drop-down menu and click on “Printable T2202 Form”, and “Submit”.

NOTE: If your T2202 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 T2202? Forgot your username or password?

Contact our Helpdesk at 1-888-733-5333 or 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 mySaskPolytech, and on various letters, receipts, confirmations, etc.)

4. Can I print a duplicate copy of my T2202?

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

5. How can I get my T2202 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, Saskatchewan colleges, places of employment, community libraries, and Internet cafés.

If none of these options is available to you, you may contact Enrolment Services (in person with proof of identification), by email, or by phone, and a representative will mail a copy of your T2202 to your address on record.

RegInbox.MooseJaw@saskpolytech.ca

306-691-8383

RegInbox.PrinceAlbert@saskpolytech.ca

306-765-1600

RegInbox.Regina@saskpolytech.ca

306-775-7301

RegInbox.Saskatoon@saskpolytech.ca

306-659-4800

Alternatively, you can pick up a copy of your T2202 at the Enrolment Services counter of the nearest Saskatchewan Polytechnic campus location. A request for pick up should be made in advance by calling the appropriate number above.

6. Why doesn't the amount on my T2202 match the amount I paid for my program/course?

The total amount of tuition and fees paid may not necessarily correspond to your T2202 because not all tuition and fees are tax deductible. Also, the T2202 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 T2202 only reports “eligible fees”, not all fees that have been paid. Therefore, the T2202 will typically be less than the actual amount paid for a full-time program or course. Also, non-tuition related fees (e.g. Students’ 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 full-time status to be reported on your T2202**, you must have attended for a **minimum of 14.5 hours per week for at least three consecutive weeks**. (Note: Monday is considered the first day of the week).
- **For part-time status to be reported on your T2202**, you must have attended for a **minimum of 12 hours over at least three consecutive weeks in a single month**. (Note: Monday is considered the first day of the week).
- 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 T2202 purposes.

- T2202 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 T2202 will be delayed.
- Tuition amounts do not include books, student fees or printed materials.
- The months reported on the T2202 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 T2202.

Still need assistance understanding the values, or not in agreement with the information provided on your T2202? Contact a manager in Enrolment Services directly:

Moose Jaw Campus	306-691-8383
Prince Albert Campus	306-765-1600
Regina Campus	306-775-7301
Saskatoon Campus	306-659-4800

7. I am a Co-operative Education student; how does that impact my T2202?

As indicated in the [Canada Revenue Agency Student and Income Tax Guide](#) [PDF], if you attend an educational institution for an academic period, then work for a similar period in a business or industry that relates to your academic studies (i.e., a work term), you are considered a full-time student only during the months that you attended the educational institution.

As a co-operative education student, you will receive an amount for tuition paid toward your work term.

8. Why does the system indicate I don't have a T2202 for the tax year?

One of the following is the case:

- The course did not start in the related tax year; the T2202 is based on the study period, not on the tuition payment date.
- You took apprenticeship training and must contact the Apprenticeship Commission.
- The tuition is not over \$100.
- The study time is not of the required minimum length.

9. What if the address on my T2202 is incorrect? Do I need a new T2202?

No. You may submit the T2202 information as received even if the address is incorrect. According to CRA regulations, it is not necessary for students to submit the T2202 with the income tax return but they must produce it if requested by CRA.

To update your address, go to <http://mysaskpolytech.ca>, Student Home page.

10. 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., Adult Teaching and Learning program for faculty, employee development, etc.), all or part of the tuition may have been waived or reimbursed. A T2202 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.

11. What if a third party (e.g. my parents) wants to claim the amount on my T2202?

The T2202 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 T2202 and sign the authorization on page two. Guidelines on transferring tuition credits are available from the [Canada Revenue Agency](#).

12. 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 T2202 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/) 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.