



## **Tuition, Education and Textbook Amount Certificates (T2202A)**

T2202A forms for income tax purposes will be available on [MyCampus](#) for both current and past tax years on **February 28, 2014**. Forms will **not** be mailed; please view the forms online and print if you wish.

Below you will find answers to frequently asked questions about the T2202A process. If after reading this document, you still have questions regarding the education credit, please refer to the [Canada Revenue Agency website](#) or contact the UOIT Registrar's office by phone 905.721.3190, email [registration@uoit.ca](mailto:registration@uoit.ca) or in person at one of our office locations.

### **Downtown Oshawa location**

61 Charles Street North  
Oshawa, Ontario L1H 4X8  
Room 120

### **North Oshawa location**

2000 Simcoe Street North  
Oshawa, Ontario L1H 7K4  
U5 building, Room 68

**Please note:** There is a \$10 charge for any duplicate form produced by the Registrar's office.

## **T2202A Frequently Asked Questions (FAQs)**

### **1. 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 usually available at the end of February for the tuition and eligible fees paid in the preceding calendar year.

### **2. How do I get a T2202A form?**

You can print your T2202A from [MyCampus](#) ([www.uoit.ca/mycampus/](http://www.uoit.ca/mycampus/)). T2202A forms are prepared for all students who have paid more than \$100 in eligible fees for courses beginning and ending in a particular calendar year. Certain administrative and ancillary fees are not eligible for tax deduction.

### **3. Is the T2202A form sent to me?**

No, the T2202A is **not** mailed you. Your T2202A form is available online through your UOIT [MyCampus](#) account. You can print your T2202A as often as you like.

### **4. How can students obtain a form if they need it?**

Students can access their UOIT [MyCampus](#) account from any computer that has a web browser. [Instructions for viewing your T2202A form are available on the UOIT website.](#) If your MyCampus account has been closed, simply contact the Information Technology

department at 905.721.8668 ext. 3333 and select option one to speak to an attendant who will assist you with re-establishing your access.

5. **Do I have to submit my T2202A form with my income tax submission?**  
No, 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.
6. **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. See question seven below for more information.
7. **What tuition fees are not eligible for my T2202A?**  
Fees that are not eligible include parking, residence, meal plans, health and dental, student organization and certain other administrative fees.
8. **Why doesn't my T2202A include the amount I paid for the academic year – both fall and winter semester?**  
The T2202A is based on the tax year (January to December) and not the school year.
9. **My parents will be claiming my tuition fees and require that my T2202A be issued to them directly. Can UOIT do this for me?**  
UOIT 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 his or her 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.
10. **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 ten or more course hours per week for three consecutive weeks in a month are eligible to claim \$400 for each month of full-time study. Part-time students enrolled in less than ten hours per week for three consecutive weeks in a month are eligible to claim a \$120 for each month of part-time study.
11. **I printed my T2202A form from MyCampus 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 MyCampus.
12. **I printed my T2202A form from MyCampus 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 FAQs to ensure that you understand the period they are issued for and the

amounts that are included and excluded. If after reviewing this information you feel that your form is incorrect, please contact the Registrar's office to discuss your form.

13. **If I add the tuition for my UOIT 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 amount.

14. **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 the [Canada Revenue Agency \(CRA\)](#). Tax guides are available from any CRA office or Canada Post Office. CRA also publishes a booklet called [Students and Income Tax - Government form P105 \(E\)](#).

15. **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.

16. **Can my parents, siblings or anyone obtain information that is on my record at UOIT?**

No, not even your parents can obtain confidential information without your written consent. UOIT 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 UOIT.

17. **What is the difference between a T2202A, T4A and T4 form?**

A **T2202A** is an income tax form issued to students for activity within a calendar year. It shows the amount of tuition that can be deducted for income tax purposes, as well as the number of months for the education deduction. Students can access their T2202A by logging into [MyCampus](#). If you are a sponsored student, please refer to the Canada Revenue Agency document titled [Students and Income Tax](#) under the section "Eligible Tuition Fees" to determine if you are eligible to claim these amounts.

**As of 2006**, students can claim a textbook amount on Schedule 11 of their tax return based on the number of months in full-time or part-time enrolment as indicated on your T2202A. You do not need textbook receipts to claim the textbook amount.

A **T4A** is a tax slip issued to students for scholarships, bursaries and other monetary awards from UOIT within the calendar year. UOIT issues T4As for bursaries or scholarships even if the funds came from other agencies or organizations. Amounts on T4As must be reported as other income on the student's tax return. T4As will be

mailed to students by the end of February. Questions regarding T4As should be emailed to Accounts Payable at [studentaccounts@uoit.ca](mailto:studentaccounts@uoit.ca).

A **T4** is a tax slip issued by an employer to employees for employment income they earned in the calendar year. Students who were employed on campus (e.g. work study, peer tutor, part-time work) will receive a T4 from UOIT. T4s will be mailed to your address on file by the end of February.