

T2202A FAQs

Updated January 31, 2012

For students who have taken courses at MacEwan University from January 1, 2004, onwards:

- The T2202A for the 2011 taxation year will be available online in your myStudentSystem account, accessed at myMacEwan.ca, by **February 28, 2012**. T2202A forms for the 2011 tax year will not be mailed.
- Tax receipts for 2004 to 2010 can currently be viewed/printed online.
- If you are unable to access myMacEwan.ca, are unable to view or load your T2202A, or have any other technical issues, contact the Technology Support desk by telephone: 780-497-HELP (4357); toll-free 1-877-487-4267; or by e-mail: techsupport@macewan.ca.

1. What are T2202As?

The T2202A is the official certificate issued by the qualifying educational institution for Tuition and Education tax credits that can be claimed on the income tax return.

2. When are they issued?

They are usually issued in February following the tax year; for example, T2202As issued in February 2012 are for the 2011 tax year.

3. Is the T2202A issued by school year?

No. It is issued according to the calendar year (not school year).

4. If I am taking full-time courses, why does my T2202A say I was part-time?

The "part-time" item on the T2202A is for the hours in the MONTH in attendance, not based on your student status. The start date of the courses may be in different months, thus affecting the hours in the month.

5. If I pay my tuition in 2011 for my Winter 2012 term, will it be included on my 2011 T2202A?

*No. If you paid your Winter 2012 fees in the 2011 year, the tax receipt will be issued in February 2013 because the courses have to be **completed** for a tax receipt to be issued.*

6. The address on file at the university is wrong. How can I correct that for my T2202A?

Tax receipts are generated using the address that was in the system on January 30, 2012. You can update your address online in myStudentSystem (accessed through myMacEwan.ca) or in person at the Office of the Registrar or at any information centre. Please wait 48 hours after submitting your address change before printing your T2202A.

7. I have lost my original tax receipt for a tax year not available on myMacEwan.ca (prior to 2004) How do I get a duplicate copy? Is there a fee?

Contact the Technology Support Desk:

Email: techsupport@macewan.ca

Phone: 780-497-HELP (4357)

Toll-Free: 1-877-497-4267

*Please note that a copy of the tax receipt will be **emailed** to you for no charge. If you request a paper copy, a \$20.00 administrative fee is charged for each requested receipt.*

8. I paid more than my tax receipt shows. Why is that?

The fees that you paid include other fees: Students' Association, Dental and Health, Materials, etc. Only the 'tuition' portion is eligible for the T2202A.

9. Parent question: If I paid for my son/daughter's tuition, will I receive a T2202A?

The tax receipt will be issued in the name of the person who registered at the university and attended the courses. There is a transfer authorization form on the second page of the official T2202A form for your son/daughter to use to transfer the credits to you.

10. Can a parent, sibling or anyone else obtain information that is on my record at MacEwan?

No, no one can obtain confidential information without written consent from the student. MacEwan 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 the province of Alberta. The policy regarding release of information about students is intended to protect the individual student's right to privacy and the confidentiality of his or her record, per the Alberta Freedom of Information and Protection of Privacy (FOIP) Act.

Without express informed consent, except as allowed by the Act, no personal information held by MacEwan will be communicated to any third party.

If the student would like his or her T2202A released to any third party, a Consent Form must be provided to MacEwan Financial Services.

Send completed Consent Forms to:

MacEwan University Finance

Attn: Sarah Fee

P.O. Box 1796

Edmonton, Alberta T5J 2P2

Hard copies of the T2202A can be either mailed to the third party, or picked up in person by appointment only: contact Finance Accounts Receivable at 780-497-5010 to book an appointment.

11. If I suspect that there is an error on my T2202A or if I have questions relating to my tuition amount or education months, who do I contact?

E-mail: techsupport@macewan.ca

Phone: 497-HELP (4357)

Toll-Free: 1-877-497-4267

12. What if I have questions about filing my income tax return or understanding what I can deduct for tax purposes?

For more information on filing your income tax return, please contact the Canada Revenue Agency at www.cra-arc.gc.ca.

Please refer to:

IT-515R2 Education Tax Credit

IT-516R2 Tuition Tax Credit

13. Why does my T2202A form say 'Duplicate' or 'Amended'? Can I still use this form for my tax return?

When a T2202A form is viewed the second time, a 'Duplicate' notation will appear. A form that denotes 'Amended' is when a manual change is required. Because some courses have unusual start/end dates that do not match the normal semesters, it may be necessary to change the number of part-time or full-time months. Both are still considered valid tax receipts that can be used to support your tuition and education tax claim.