

Tuition and Education Credit Certificates (T2202A Tax Receipts)

FREQUENTLY ASKED QUESTIONS (FAQs)

The following is for informational purposes only.

T2202As are only available online and will not be mailed out by the College.

T2202A tax receipts for the 2016 calendar year will be available through the HUB beginning February 21, 2017.

We recommend you try signing in to your HUB account prior to February 17 to confirm access.

Accessing your HUB account

- Go to the HUB at <https://hub.rrc.ca/>
- On the home page look for the "My Student Tax Forms" widget
 - If you do not have the "My Student Tax Forms" widget, click on "Customize my Page" and drag it from the Widget Gallery (on the left side) to your page layout (on the right side) and click "Done"
- In the T2202A section click 2016

Forgotten your User Name or Password?

- Visit <https://hub.rrc.ca/>
- In the panel entitled "Problems with your account?" follow the appropriate link
- Follow the instructions on the page to retrieve your user name and/or password
- If you are unable to retrieve your account information online, please contact one of the following:

E-mail: **Full-time students**
register@rrc.ca

Part-time CE students
cde@rrc.ca

Regional students
Visit www.rrc.ca/regional for e-mail addresses

Phone: **Full-time students**
204-632-2327
1-800-903-7707

Part-time CE students
204-694-1789
1-866-242-7073

Regional students
Visit www.rrc.ca/regional for phone numbers

In-person: **Notre Dame Campus**

- Student Service Centre, D101
- Library Services, CM18
- Teaching Learning Technology Centre, DM13

Exchange District Campus

- Student Service Centre, P104
- Learning Commons, P117

Regional Campuses
Visit www.rrc.ca/regional for locations

What is included on my T2202A?

The College will issue you a T2202A in the amount of tax-deductible tuition paid as well as the months of attendance you may be able to claim. These amounts are based on the calendar year of 2016 (not academic year) as per Canada Revenue Agency (CRA) requirements.

It is your responsibility to determine if you are in fact eligible to claim one or both of these tax credits, particularly if your tuition was paid by a third party (Employment Manitoba, a sponsoring agency, etc). If you are unsure, you should contact the CRA at 1-800-959-8281. Tuition includes the following fees: tuition, endowment, lab, technology, software, student service, application, ID card, supplemental exam, materials, and possibly other miscellaneous fees. Students' Association fees, Rec fees, health and dental fees are **not** eligible.

Full-Time Students (full-time programs)

- Forty hours per month equals one full-time month.
- Your months of attendance in 2016 are eligible. Partial months may be included depending on the amount of time attended.
- You will receive credit for tuition fees paid towards a term that began in 2016.
- Co-op terms are eligible for months of attendance and tuition paid for the co-op period.

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Part-Time Students (part-time programs)

- Twelve to 39 hours per month equals one part-time month. Less than 12 hours per month equals no monthly credit.
- Course fees are pro-rated if the course overlaps years, e.g. your tuition credit may be split over two tax years if the course started in one year and ended in another year. If you took your course through Continuing Studies distance delivery, your T22 will include textbook costs, as they are included in the course cost. This also applies to some Continuing Studies in-class courses.

Who is eligible to receive a T2202A?

- Full-time and part-time students
- Sponsored students (to be eligible to use your T2202A you must also have received a T4A from your sponsor agency)

Can a third party (parent, spouse, and sponsor) request a copy of my T2202A?

No. Due to Manitoba Freedom of Information and Protection of Privacy Act (FIPPA) regulations, the College provides T2202A information to students only.

Is there a charge for a printed copy of my T2202A?

There is no charge when you access and print your T2202A from your Student Portal or WebAdvisor Account. If you request that the College provide you with a printed copy it may be subject to a fee. Additional fees for faxing services, etc will apply.

What program name will be shown on my T2202A?

If you were active in more than one program, the program you graduated from in 2016 is usually the program listed on your T22. If you did not graduate in 2016, your T22 will indicate the name of your most recent program. The program name listed should not affect your tax return.

Why did someone in the same full-time program as me get different information on his or her T2202A?

Eligible tuition amounts and months indicated on T2202As may vary from student to student for a variety of reasons: some students may have taken continuing studies courses in addition to their full-time program, students who have outstanding accounts will only receive credit for the paid portion of tuition, some students are attending full-time programs on a part-time basis and their fees may have been adjusted accordingly, and some students have purchased items or services that are tax deductible such as replacement photo ID cards and supplemental exams.

Why did I receive credit for months only – no tuition amount?

A few College programs have terms that span more than one tax year, e.g., a Fall 2016 term runs from September 2016 to April 2017. Your tuition fees would have been assessed and due for the full term in September 2016 when the term began, therefore you would have received tuition tax credits for any paid amounts on your 2016 T2202A. However, the months you attended would be split between the two tax years and T2202A's – four months in 2016 and four months in 2017. To determine if you attended a one-term program please visit your program's webpage on the College's website at www.rrc.ca, choose Program and Courses, find your program, and choose Courses and Descriptions to review the number of terms per academic year.

What can I claim as a deduction?

For information on common deductions and credits for students, please refer to the Canada Revenue Agency website: www.cra-arc.gc.ca/tx/ndvdl/sgmnts/stdnts/ddctns-eng.html

What is the Manitoba Tuition Fee Income Tax Rebate?

The Manitoba Tuition Fee Income Tax Rebate program is different and separate from your annual tax return. For more information on this program please visit <http://www.gov.mb.ca/tuitionrebate/index.html> or call the Manitoba Tax Assistance Office at 204-948-2115 or 1-800-782-0771.

For Information Pertaining to T4A

E: accountspayable@rrc.ca

For Information Pertaining to T4

P: 204-631-3483

E: paybenefits@rrc.ca