CENTENNIAL COLLEGE

APPLICATION FOR REPLACEMENT T2202A TUITION AND EDUCATION CREDIT FORM

- Read the information on the reverse side before completing this form.
- Photo-identification must be presented when submitting this form to Enrolment Services (or collecting your T2202A).
- Production of your T2202A form will take seven business days.
- Receipts for 2003 forward are available on *My*Centennial, http://my.centennialcollege.ca
- Apprenticeship students are generally ineligible for T2202A tax forms.

ABOUT YOURSELF

Student Number: ___|___|___| - ___|___|___| - ___|___|___|

Last Name: _____ First Name: _____ Middle Name:

CURRENT ADDRESS (Please print) *Should your address be different than the Enrolment Services files, your address will be updated.*

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: (__) _____ Business Telephone: (__) _____

ADDRESS AT TIME OF REGISTRATION AT CENTENNIAL COLLEGE

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: (__) _____ Business Telephone: (__) _____

PLEASE CHECK YOUR REASON FOR SUBMITTING THIS APPLICATION:

☐ I did not receive a T2202A form for the year _____

☐ I received a T2202A form for the year _____. However, it's my view that it is inaccurate *(**Note:** Please explain if the "date-of-attendance" or "tuition-fees-paid" is inaccurate).*

_____

_____

INDICATE HOW YOU WISH TO RECEIVE YOUR REPLACEMENT T2202A TAX FORM (Please check):

☐ Mail ☐ In-person collection (i.e. at the campus at which you submitted this form)

Please note, we cannot fax T2202A forms.

_____ _____

SIGNATURE OF STUDENT DATE

Please Note: This information is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, c.272, s.5: R.R.O. 1980, Reg. 640, and is used by the College for processing requests for replacement tax receipts. Any inquiries about this authorization may be directed to the Registrar, Centennial College.

For Enrolment Services Use: **Date Stamp**

☐ Photo ID presented

Signature: _____

CENTENNIAL COLLEGE

T2202A FACTS

Please read this information before completing and submitting the application form.

ELIGIBILITY FOR TUITION CREDIT

To qualify for tuition credit, your total tuition fees (January 1 to December 31) must have exceeded $100.00. Therefore, if you paid Centennial College $100.00 or less for tuition in the tax year, you do not qualify for tuition credit.
Note: T2202A amount does not include course material, student activities, or any other service charges.

ELIGIBILITY FOR EDUCATION CREDIT

There are two ways to qualify for education.

- Full-time: To qualify for a full-time education credit (i.e. full-time months) you must have enrolled for a full-time program of study in the tax year (January 1 to December 31) which ran for at least three consecutive weeks and which required instruction or work in the program of at least 10 hours a week.
- Part-time: To qualify for a part-time education credit (i.e. part-time months) you must have enrolled for a part-time program of study in the tax year (January 1 to December 31) which ran for at least three consecutive weeks and involved a minimum of twelve hours on courses in the program per month. The part-time tax credit applies to tax receipts from 1998 and later.

YOUR ELIGIBILITY FOR A T2202A FORM

Centennial College will issue a T2202A tax form only if you meet the eligibility requirements for Tuition Credit and/or Education Credit as defined by Revenue Canada. T2202A tax receipts are made available on-line by February 28th each year.

GENERAL TAX ADVICE

- Staff in Enrolment Services are not qualified to answer tax-related questions. In fact, the information printed on this form is all the tax-related information college staff can provide.
- Should you need an interpretation of tuition credit and/or education credit, refer to the General Income Tax and Benefits Guide. This guide is available from any post office. Also, Revenue Canada offers an automated telephone service which will provide you with general and personal tax information. Contact this telephone service (called T.I.P.S.) by calling 1-800-267-6999.
- If you conclude an error or omission has been made in preparing your T2202A form, please read the information depicted on this form as well as the Income Tax Guide, and consult your Revenue Canada Office. Enrolment Services will investigate error claims ONLY after you have consulted with Revenue Canada and verified the error.

ONTARIO'S FREEDOM OF INFORMATION ACT

The college is governed by Ontario's Freedom Of Information And Protection Of Privacy Act. To accord with this law, we will not provide you with personal student-records information via the telephone. Furthermore, you must show photo identification when collecting personal student-records information.

APPLICATIONS RECEIVED BY FAX OR MAIL

While we service T2202A applications which are received by fax or by mail, we will only release the T2202A under the following conditions:

- if you collect it in person and show photo-ID
- if your mailed/faxed application was accompanied by a legible copy of your valid driver's licence with photograph.

ENROLMENT SERVICES

When completed, this application for a replacement T2202A receipt may be hand delivered (show photo-ID) to Enrolment Services at any campus, or it may be mailed/faxed accompanied by a copy of your driver's licence to:

T2202A – Enrolment Services
Centennial College
P.O. Box 631, Station A
Scarborough, Ontario M1K 5E9
The fax number for Enrolment Services, Progress Campus is 416-289-5232