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Eligibility Information

1. Am I eligible for a Tax Credit?

HealthCareCAN will provide all eligible students with the appropriate tax credit documentation for income tax purposes. HealthCareCAN will issue T2202A Forms or Official Tax Receipts to students who have been in a program or course a minimum of three weeks and paid a minimum of \$100.00 in tuition expenses. Please reference the Tuition Tax Credit Schedule for a summary of eligible programs and courses. Students who audit courses or programs are not eligible for tax receipts.

2. Tuition Tax Credit Schedule by Program and Course

| Program/Course | Tuition Tax Credit |
|---|----------------------|
| Academic Programs (HRSDC Programs): Health Information Management, Health Services Management | T2202a Tax Receipt |
| Continuous Intake Courses: Food Service and Nutrition Management, GDP Series: Health Governors' Foundation Series, Governing for Quality and Patient Safety, Anatomy and Physiology, Medical Terminology, Pathophysiology, creo™ Pro, creo™ Express, Long-Term Care Administrator, Change Leadership, Management Essentials, Management Essentials in Long-Term Care, Canadian Patient Safety Officer Online, Cultural Competence and Cultural Safety in Health, Patient Centred Experience and Design, Coding Specialist Program, & Integrated Quality Management. | Official Tax Receipt |



T2202A Tax Form Information

Programs Eligible: Health Information Management, Health Services Management

1. My T2202a form does not match the amounts that I paid to CHA Learning.

The T2202A form reflects the eligible fees for courses occurring within a tax year. Not all fees that are paid are eligible fees. The T2202A only covers terms of studies that occur during the tax year in which you took the course or program, not when you paid for the tuition. For example, if you paid for your courses in 2015 but they didn't start until 2016, you will claim the amount on your 2016 taxes.

HealthCareCAN issues T2202A forms based on the academic year not the fiscal year. Eligible fees, in excess of \$100, will be included on the two separate forms and will be pro-rated. One form will represent the September to December period, and one form will represent the January to April period. Students will receive both forms and it is their responsibility to submit the correct information with their tax return.

2. What fees are considered eligible fees and included in my T2202A tuition amount?

Academic fees; tuition payments and application fees (but only if the student later enrolls in the institution).

3. How are the months calculated for my T2202A?

Part-time eligibility – Students in the Health Services Management and Part-Time Health Information Management programs are eligible for part-time credit months.

Full-time eligibility – Students must be enrolled in the Full-Time Health Information Management Program. All other programs and courses offered by CHA Learning fall into part-time eligibility.

4. I changed streams during the tax period, what will my T2202a show?

If you changed streams during the tax period the number of months spent in each stream will be reflected in columns B and C.



Official Tax Receipt Information

Programs Eligible: Food Service and Nutrition Management, GDP Series: Health Governors' Foundation Series, Governing for Quality and Patient Safety, Anatomy and Physiology, Medical Terminology, Pathophysiology, creo™ Express and Pro, Long-Term Care Administrator, Management Essentials, Canadian Patient Safety Officer Online Program, Cultural Competence and Cultural Safety in Health, Coding Specialist Program, & Integrated Quality Management.

1. What information is included in my Official Tax Receipt?

On the Official Tax Receipt you will find your contact information, student ID, name of the program/course(s) purchased, year of purchase, and the amount paid.

2. Why am I not eligible for a T2202A Form?

Only programs that are registered with Human Resources and Skills Development Canada are eligible for the T2202A form. You can use the Official Tax Receipt on your income taxes.

Transfer Credits

1. I postponed my studies, when do I get my tax receipt?

Students who have paid tuition and then postponed their studies will not receive a tax form until the year they are active in the program. For example, if you paid tuition in September 2015 but postponed until September 2016 you will not receive the form until the following year.

2. I transferred a tuition credit someone else, who gets the tax receipt?

The tax receipt will be sent to the student who the credit was transferred to, not the person who originally paid tuition. The person who received and used the tuition credit is eligible for the tax receipt.

General Questions related to Tax Documents

1. How do I obtain my Tax Form?

CHA Learning will provide you with details regarding obtaining your tax receipt. According to the CRA all tax documents must be sent out by February 28, 2018.



2. What if the address on my Tax Receipt is incorrect? Do I need a new one?

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

3. I need a copy of my Tax Receipt from a prior tax year. How do I obtain it?

Duplicate Tax Receipts can be ordered through CHA Learning for a \$15.00 fee. Please [click here](#) to purchase your copy.

4. What if I have questions about completing my income tax return or tax deduction?

HealthCareCAN/CHA Learning staff are not able to provide income tax advice. In-depth questions regarding the use of the T2202A in the tax preparation process should be directed to the CRA or to an independent tax professional.

The CRA published a booklet called "[Students & Income Tax](#)" – Government form P105(E). Review this guide if you have questions.

5. How do I contact the CRA about filling my income tax return?

Refer to the CRA website, www.cra-arc.gc.ca or call 1-800-959-8281