



Contents

Eligibility Information.....	2
1. Am I eligible for a Tax Credit?.....	2
2. Tuition Tax Credit Schedule by Program and Course	2
T2202, Tuition and Enrolment Certificate Information	3
1. Why is CHA Learning asking me to provide my Social Insurance Number (SIN)?	3
2. My T2202 certificate does not match the amounts that I paid to CHA Learning.	3
3. What fees are considered eligible fees and included in my T2202 tuition amount?.....	3
4. How are the months calculated for my T2202 certificate?	3
5. I changed streams during the tax period, what will my T2202 show?.....	4
Official Tax Receipt Information.....	5
1. What information is included in my Official Tax Receipt?.....	5
2. Why am I not eligible for a T2202, Tuition and Enrolment Certificate?.....	5
Transfer Credits	5
1. I postponed my studies, when do I get my tax receipt?.....	5
2. I transferred a tuition credit someone else, who gets the tax receipt?	5
General Questions related to Tax Documents	6
1. How do I obtain my Tax Form?.....	6
2. What if the address on my Tax Receipt is incorrect? Do I need a new one?.....	6
3. I need a copy of my Tax Receipt from a prior tax year. How do I obtain it?.....	6
4. What if I have questions about completing my income tax return or tax deduction?.....	6
5. How do I contact the CRA about filling my income tax return?.....	6



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 T2202, Tuition and Enrolment Certificates, 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	T2202, Tuition and Enrolment Certificate
Continuous Intake Courses: Anatomy and Physiology, Canadian Patient Safety Officer Online, Change Leadership Certificate, Coding Refresher Course, Coding Specialist Program, creo™ Pro, creo™ Express, Engage to Influence Change (Leadership Express), Food Service and Nutrition Management, GDP Series: Governing for Quality and Patient Safety, Health Governors' Foundation Series, Integrated Quality Management, LEADS Inspired Leadership, Long-Term Care Administrator, Management Essentials, Management Essentials in Long-Term Care, Medical Terminology, Pathophysiology, Patient-Centred Experience and Design, People-Centred Care Leadership Program & Time Management (Leadership Express).	Official Tax Receipt



T2202, Tuition and Enrolment Certificate Information

Programs Eligible: Health Information Management

1. Why is CHA Learning asking me to provide my Social Insurance Number (SIN)?

Effective the 2019 tax year, all designated education institutions are required to provide the Canada Revenue Agency with Social Insurance Numbers (SIN) on Form T2202, Tuition and Enrolment Certificate. Further information on the eligibility of education and textbook amounts can be found on the Canada Revenue Agency's website. HealthCareCAN, and its divisions, is a designated institution. Please see [Important Information on the Collection of Social Insurance Numbers](#) for further details about the SIN number collection process.

2. My T2202 certificate does not match the amounts that I paid to CHA Learning.

The T2202 certificate reflects the eligible fees for courses occurring within a tax year. Not all fees that are paid are eligible fees. The T2202 certificate 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 2019 but they didn't start until 2020, you will claim the amount on your 2020 taxes.

HealthCareCAN issues T2202 certificates based on the academic year not the fiscal year. Eligible fees, in excess of \$100, will be included on one form. The form will include two lines, which cover the January – May (Winter) Semester and September-December (Fall) semester.

3. What fees are considered eligible fees and included in my T2202 tuition amount?

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

4. How are the months calculated for my T2202 certificate?

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

Full-time eligibility - Students must be enrolled in the Full-Time Health Information Management Program.



5. I changed streams during the tax period, what will my T2202 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: Anatomy and Physiology, Canadian Patient Safety Officer Online, Change Leadership Certificate, Coding Refresher Course, Coding Specialist Program, creo™ Pro, creo™ Express, Engage to Influence Change (Leadership Express), Food Service and Nutrition Management, GDP Series: Governing for Quality and Patient Safety, Health Governors' Foundation Series, Integrated Quality Management, LEADS Inspired Leadership, Long-Term Care Administrator, Management Essentials, Management Essentials in Long-Term Care, Medical Terminology, Pathophysiology, Patient-Centred Experience and Design, People-Centred Care Leadership Program & Time Management (Leadership Express).

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 T2202, Tuition and Enrolment Certificate?

Only programs that are registered with Human Resources and Skills Development Canada are eligible for the T2202 certificate. 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?

Health Information Management students who have paid tuition and then postponed their studies will not receive a tax certificate until the year they are active in the program. For example, if you paid tuition in September 2019 but postponed until September 2020 you will not receive the form until the following year.

Students in all other courses and programs will receive a tax form for the year they return from postponement.

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 March 2, 2020.

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 T2202 certificate in the tax preparation process should be directed to the CRA or to an independent tax professional.

The CRA published a booklet called "[Students and income tax, 2019](#)" 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

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