



Table of Contents

DAY Student Payment Information	
Outstanding Charges	2
Tuition Deposit	2
Payment Deadline.....	2
Fee Reminders	2
Sponsored Students	2
Semester Service Fee	3
Parking	3
Health and Dental Insurance	3
Recreation and Athletic.....	3
Universal Transit Pass (U-Pass).....	3
Confirmation of Attendance	4
Self Service Lockers	4
Refund Policy	5
Students with a Reduced Course Load.....	6
CED and APPR Payment Information.....	6
Payment Deadlines	6
Payment Methods	7
How to Display Financial Holds and Funding Information	8
How to Pay Your Tuition Deposit	9
How to Rent a Locker.....	13
How to Change Your Locker Rental.....	21
How to Pay Tuition and Fees	30
How to Print a Payment Receipt	34
T2202A Guidelines.....	35
T2202A FAQs.....	36
How to Print a T2202A Tax Receipt.....	38



DAY Student Payment Information

Outstanding Charges

Amounts displayed on the student account reflect the current total owing. All payments and deposits are accounted for in the outstanding fees.

Tuition Deposit

A Tuition Deposit is required to hold a spot in a DAY program. When paying the \$250 Deposit, enter it against Tuition Deposit line for the program you have been accepted into.

Payment Deadline

Full time DAY students will receive a reminder from NAIT about approaching Payment Deadlines for outstanding fees.

Specific charges that comprise your outstanding balance and their due date can be viewed by logging onto the Student Portal at www.nait.ca/MyNAIT.

When students in one of the degree programs (BBA, BTE), enrol in courses with non-standard start dates (November, February or April) the tuition and fees are due upon enrolment.

Fee Reminders

Approximately two weeks before classes begin for a term, a reminder is issued to students.

Students that have applied for a student loan or grant are not required to pay their fees. But students should confirm with NAIT's Financial Aid office that NAIT has been notified that they are a loan recipient. Any fees not covered by the loan or grant remain the responsibility of the student.

Sponsored Students

BY EMPLOYER: Please provide a copy of your purchase order or authorization letter by the Payment Deadline Date to the Cash Office.

BY LOAN / GRANT: Please ensure your loan / grant / assessment is approved and awarded sufficient amount for mandatory fees before the Payment Deadline date. Mandatory fees consist of Tuition, Medical & Dental, NAITSA, Recreation and Athletic and U-Pass. Fees not covered by loans / grants and non-mandatory fees are the responsibility of the student. If the loan / grant status is not approved by the Payment Deadline Date you will be required to pay your fees.

View your account status at <http://www.nait.ca/MyNait>.



Semester Service Fee

Fall and Winter fees are due by the Fall Payment Deadline date. If you pay your DAY tuition and fees by semester, an additional fee of \$100 will be added to your account around mid September and will be due with your Winter fees approximately mid December.

Parking

Parking Services no longer confirms receipt of Parking Applications. Please proceed to “Make a Payment” at <http://www.nait.ca/MyNAIT> to check the status of your application and to make your payment. Please note, if you are attending NAIT for more than one semester, both Fall and Winter terms need to be paid in full by the due date including the GST. If both terms are not paid in full by the due date, the permit is cancelled. Fall and Winter terms are posted separately. A copy of the payment receipt needs to be presented in exchange for the permit at Room O112.

If you applied for parking and do not see fees posted to your account, please contact our office at 780-378-6989 or e-mail parking@nait.ca to avoid a delay in your application.

Health and Dental Insurance

The Medical and Dental Fees are mandatory unless a student has extended coverage (Alberta Health Care is not sufficient coverage) through an employer or parent. If you are choosing not to pay the Medical and Dental fees, you must bring your completed Health and Dental Waiver Form to Room E124 by the Opt-Out deadline to have these fees removed from your account. Failure to do so will leave you responsible for the cost of these fees.

Recreation and Athletic

The Recreation and Athletic fee is mandatory for all DAY students. Your validated NAIT Student ID card is required to access Department of Athletics and Recreation facilities and services. Practicum and on line students who reside outside the greater Edmonton area and do not commute may apply online through the Recreation website for exemption.

Apprentice and Continuing Education students will be required to purchase a pass to access facilities and services. Students need to visit the Fitness Weight Centre (S-007) to purchase the pass. Photo identification is required at the time of purchase.

Universal Transit Pass (U-Pass)

U-Pass is a mandatory NAITSA fee covering a transit pass for all full time DAY students, granting access to ETS, Strathcona County Transit and St Albert Transit. Student must pickup an activation sticker from the NAIT Student Association Office (E131) before using the service. Stickers for the upcoming semester will be available approximately one week prior to the start of class. Questions and



concerns should be addressed directly to NAITSA President, Timothy Jobs. He may be contacted by phone at 780-471-7608 or e-mail at timothyj@nait.ca

Confirmation of Attendance

Confirmation of attendance at NAIT is one of the following:

- Full payment of fees for one term of study
- Proof of sponsorship
- Confirmation of student finance funding

Self Service Lockers

Locker rental terms and conditions as well as other important information is available at www.nait.ca/lockerrental.

The locker number is made up of the Building Number, the floor and the Locker Number. For example, Locker Number B1-101A, the locker is located in Building B, first floor, locker 101A.

All NAIT students are eligible to rent a locker. At all times, locker rentals will be subject to availability.

If you have any questions regarding lockers please contact the NAIT Student Success Contact Centre (SSCC) at

Phone: 780-471-6248
Toll Free: 1-877-333-6248
E-Mail: Lockers@nait.ca

If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs.

Phone: 780-378-6133
TTY: 780-474-5883
E-Mail: ssd@nait.ca
Main Campus: Room W111PB (HP Centre)
Souch Campus: Room Z153
Patricia Campus: Room P133

DAMAGED LOCKERS

If the locker rented is damaged and not operational, please contact the Student Success Contact Centre (SSCC) with the locker number. The SSCC will assist you in obtaining another locker.

UNAUTHORIZED LOCKS ON LOCKER



If at any point in the rental period an unauthorized individual is occupying a locker, students can contact NAIT Security. Students will need to produce a valid NAIT ID card as well as their locker confirmation e-mail and payment receipt. If Security determines that the locker is occupied by an unauthorized individual, the lock will be cut and locker contents emptied. A fee of \$50 will need to be paid before students can reclaim the contents seized. This fee can be paid in person at the NAIT Cash Office (Main Campus)

Refund Policy

Refunds normally take between four to six weeks to process and are processed in the same manner that the payment was made.

FULL TIME PROGRAMS

Information on fee refunds for full-time students is available at [Refund Policy](#) or via phone at 780-471-6248

APPRENTICESHIP PROGRAMS

In all cases a minimum fee of \$100 will be withheld should you cancel your enrolment prior to the first day of class. After classes start there will be no refund of fees.

CONTINUING EDUCATION PROGRAMS

Information on fee refunds for part-time students is available in the [Continuing Education Calendar](#) or via phone at 780-471-6248

Notwithstanding the above refund provisions, NAIT may determine the amount of refund for a student who can establish that he/she has been incorrectly enrolled in any program.



Students with a Reduced Course Load

Students with less than 192 hours in a term are assessed their tuition based on a per hour rate. Students with 192 or more hours per term are assessed a flat rate for tuition.

You will not be able to “Confirm Your Attendance” at NAIT until your fees are paid.

1. If you are planning on taking a full time course load, the tuition fees on your student account are correct. NAIT assumes students are taking a full course load and assesses tuition at that rate.
2. If you are planning on taking a partial course load, the tuition fees on your student account will need to be adjusted depending on the number of courses you are taking.

Students should contact the program area before the Payment Deadline Date and have them register you for your courses. The program area will need to send an e-mail that outlines details for the courses you are enrolled in (the course name and the number of hours). This e-mail is sent to the Registrar’s Office and the Cash Office.

You will then need to contact the Cash Office to have your tuition calculated based on the number of hours indicated in the e-mail. You will only need to pay that amount of tuition plus the remaining fees (NAITSA, Program Fees, etc.) on your account.

Once the fees have been paid, the Cash Office will flag your account as a reduced course load. This will enable your attendance to be confirmed. The balance of your tuition fees will remain outstanding until two weeks after the start of a term. When the Cash Office runs the process to adjust the tuition to actual course loads, the balance will be removed.

CED and APPR Payment Information

Payment Deadlines

Full payment of all fees or a deposit (if applicable) is required upon registration.

Non-payment or partial payment will result in registration cancellation (unless a deposit is applicable)

Students that are being sponsored must present proof of sponsorship at the time of registration.



DEPARTMENT OF CORPORATE SERVICES

Payment Methods

Web: (<http://www.nait.ca/MyNait>) - Credit card payments only

Internet and Telebanking at participating banks. (Allow 3 to 4 business days for processing)

In person at the Cash Office: Room O114, 11762 – 106 Street, Edmonton, T5G 2R1
If paying by Debit card, please ensure your daily limit with the bank is adequate to pay your fees

By phone at 780.471.6428 – credit card payments only (Visa, MasterCard, AMEX)

Drop box (located on the west side of the Cash Office) – cheque only

Wire Transfers for International Students – please contact DARIIMAK@nait.ca for additional information

NAIT does not accept post-dated cheques.

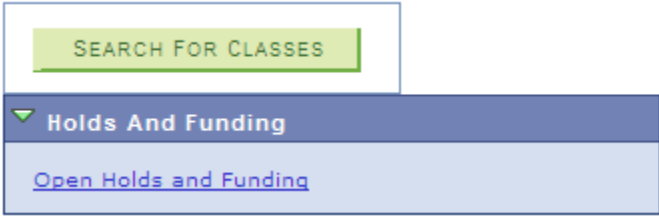
Credit card information should not be e-mailed or faxed to NAIT. It is best to contact NAIT during business hours and provide your credit card information at the time of payment.



How to Display Financial Holds and Funding Information

Once NAIT is aware that a student has secured alternate funding for their tuition and fees, the student's account is updated with this funding information. Students can now view this information on their student portal account. This information is displayed on the same page used to advise student's that there is a hold on their account.

Students receiving funding are required to only pay fees that are not covered by their sponsor.

	<p>Click on Open Holds and Funding link</p> <p>This link is located on</p> <ul style="list-style-type: none"> the main Student Portal page in a portlet called Holds and Funding 												
<table border="1"> <thead> <tr> <th colspan="3">Item List</th> </tr> <tr> <th>Hold/Funding</th> <th>Reason</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td>Financial Hold</td> <td>Unpaid Fees</td> <td>All Terms - Srvc Indicatr Use</td> </tr> <tr> <td>Sponsor Code</td> <td>Company Billings</td> <td>2011/2012 Fall Term</td> </tr> </tbody> </table>	Item List			Hold/Funding	Reason	Term	Financial Hold	Unpaid Fees	All Terms - Srvc Indicatr Use	Sponsor Code	Company Billings	2011/2012 Fall Term	<p>All Financial Holds assessed to a student will be displayed.</p> <p>For details concerning the Financial Hold, review your outstanding fees on the Charges Due page.</p> <p>Sponsorship information for the current and future terms will be displayed.</p>
Item List													
Hold/Funding	Reason	Term											
Financial Hold	Unpaid Fees	All Terms - Srvc Indicatr Use											
Sponsor Code	Company Billings	2011/2012 Fall Term											



How to Pay Your Tuition Deposit

A tuition deposit is required to hold a spot in a DAY program.

	<p>Click on Make a Payment.</p> <p>This link is located on</p> <ul style="list-style-type: none"> • the main Student Portal page under Common Tasks • the Left navigation menu under Finance • various pages
	<p>Enter the card holders name, credit card number and expiration date.</p> <p>Select the credit card type.</p> <p>Click </p>



Make a Payment

1 2 3 4

2. Specify Payment Amount

[How To Pay Your Deposit](#) [How To Pay Fees](#) [DAY Student Payment Information](#) [NAITSA Bylaws](#)

A Tuition Deposit is required to hold a spot in a DAY program. When paying the \$250 Deposit, enter it against the Deposit Payment Line.

Continuing Education courses: ALL fees MUST be paid at time of registration. Refer to 4.3 of NAITSA Bylaws (link above) for information on the Student Association (NAITSA) fee.

What I Owe		
Description	Outstanding Charges	Payment Amount
NAIT	2,296.50	

NAIT				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Deposit Payment - Civil Engineering Technology	05/06/2010	2010/2011 Fall Term	250.00	<input type="text"/>
NAITSA Fee	08/20/2010	2010/2011 Fall Term	137.50	<input type="text"/>
Day Tuition Charge	08/20/2010	2010/2011 Fall Term	1,745.00	<input type="text"/>
U-Pass Fee	08/13/2010	2010/2011 Fall Term	110.00	<input type="text"/>
Semester Service Fee	12/17/2010	2010/2011 Winter Term	54.00	<input type="text"/>
Total			2,296.50	

[pay charges](#) [zero out amounts](#) [calculate grand total](#)

Enter the \$250 Deposit amount against the deposit line for the program you were accepted into.

Click [NEXT](#)



summary activity charges due payments **make a payment**

1 2 3 4

Make a Payment

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	250.00 change payment amount
Currency used is Canadian Dollar.	
First Name	Veronica change payment details
Last Name	Froese
Credit Card Type	Visa
Card Number	XXXXXXXXXXXX9615
Card Expiration Month	08/ 2010
Telephone	780/674-4191
Email Address	afroese@xplornet.com
Country	Canada
Address	Site 14 Box 23 RR 2 Barrhead AB T7N1N3

CANCEL PREVIOUS **SUBMIT**

Confirm the payment amount

Click [change payment amount](#) if the payment amount is different than the \$250 you intended to pay. You will be returned to the previous page. Update the payment and click [NEXT](#) to return to this page.

Click [change payment details](#) if the credit card information needs to be revised. You will be returned to the first page. Update the credit card information and click [NEXT](#) to return to this page.

Click [SUBMIT](#) to initiate the payment process.

summary activity charges due payments **make a payment**

1 2 3 4

Make a Payment

4. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details			
Reference Number	000000364500	Payment Amount	250.00
Credit Card Number	XXXXXXXXXXXX5492	Transaction Date	08/16/2010
Payment Profile		Transaction Status	Successfully Posted
Currency used is Canadian Dollar.			

[VIEW CONFIRMED PAYMENT](#) [MAKE ANOTHER PAYMENT](#)

The status of your payment is displayed.

Confirmation details of the transactions are presented. Print this page for future reference.

Click on the Payments tab to print an official receipt for this transaction.

Payments will be declined in the credit card information has been entered incorrectly or the transaction is above the transaction limit or the credit limit on the card.



summary activity charges due payments **make a payment**

Payment History

From 02/16/2010 To 08/16/2010 go

Posted Payments		Find View All	First	1-3 of 3	Last
Date Paid	Payment Type	Paid Amount	Print Receipt		
08/16/2010	Payment	2,290.50	Print Receipt		
08/16/2010	Deposit Payment - Ref # 000000364500	250.00	Print Receipt		
Total Posted Payments for this view		2,540.50			

First 1-3 of 3 Last

Click **Print Receipt** beside the payment you require a receipt for.



How to Rent a Locker

The screenshot shows the MyNAIT Portal interface. In the 'Common Tasks' sidebar, 'Locker Rentals' is highlighted with a red circle. In the 'Finances' section, a dropdown menu is open, and 'Locker Rentals' is also highlighted with a red circle. Other visible elements include 'Student Notices', 'Have a Question?', and 'Account Summary'.

Open the Student Locker Rental page. This page can be accessed either by:

1. Clicking on the Locker Rental link located on the MyNAIT Portal page under Common Tasks

OR

2. Expanding the **other financial...** menu in the Finances section once you are in the Student Center
 - Click the Drop Down Arrow
 - Click Locker Rentals
 - Click the chevrons

Should the locker you have selected prove to be damaged or in a inconvenient location, you will have 30 days from the date of your initial locker reservation to select a new locker.

Changing from a Half Locker to a Full Locker will require a payment difference. Please proceed through the locker payment process to make payment.

Refunds will not be made if you change from a Full Locker to a Half Locker

Student Locker Rental

Programs/Courses Available for Rental		Customize	Find	First	Last
Program/Class	Description	Program Start Date	Program End Date	Rental Information	
Bus Admin - Accounting	2011/2012 Fall Term	08/01/2011	12/31/2011	Available for rental Rent Now	
Bus Admin - Accounting	2011/2012 Winter Term	01/01/2012	04/30/2012	Available for rental Rent Now	

[Make a Payment](#) *Payments may take up to 24 hours to reflect on this page

If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs

Click **Rent Now** to rent a locker for the desired term.

When you rent a locker for the second term, the process will present you with the same locker chosen for the first term, unless:

- That locker has already been rented by another student.
- That locker is not assigned to the program you are enrolled in for that term



Locker Selection

Advanced Locker Search

Only Show Lockers Assigned to My Program
 [View Campus Locations and Maps](#)

Available Lockers							Customize	Find	View All	First	1-6 of 6	Last
Locker Number	Campus	Building	Locker Size	Locker Position	Rental Rate	ASSIGNED Locker for Program						
Z1 104	MAIN	Z	Full	Full	\$24.00	Yes						<input type="button" value="Select"/>
Z1 103	MAIN	Z	Full	Full	\$24.00	Yes						<input type="button" value="Select"/>
Z1 100	MAIN	Z	Full	Full	\$24.00	Yes						<input type="button" value="Select"/>
T1003	MAIN	T	Full	Full	\$24.00	Yes						<input type="button" value="Select"/>
Z1 102	MAIN	Z	Full	Full	\$24.00	Yes						<input type="button" value="Select"/>
T1001	MAIN	T	Half	Bottom	\$24.00	Yes						<input type="button" value="Select"/>

If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs

If the

Only Show Lockers Assigned to My Program statement is checked, the lockers listed will be restricted to lockers assigned to your program.

Apprentice students should never remove the check mark.

For DAY students, you may remove this check mark to see a list of all available lockers.

For CED students you must remove this check mark to see a list of available lockers

Once this check mark is cleared, the list of lockers will include all unrented lockers. Care must be taken to ensure you select your desired lockers.

You can search for a specific locker or locker characteristic

Click for the desired locker.



Rental Confirmation

Locker Number: T6169 (MAIN Campus, Building T, Full Locker)

Start Date: Thu Aug 18, 2011

End Date: Sat Dec 31, 2011

Rental Rate: \$24.00 + \$1.20 GST

Total Amount: \$25.20

Email Address: SaSupport@nait.ca [Update Email Address](#)

Rental Agreement

1. The locker must be paid for within 24 hours or your rental will be cancelled
 2. There are no locker refunds
 3. You may take possession of the locker on or after the Start Date
 4. You must vacate the locker on or before the End Date (unless the same locker is rented for consecutive terms)

Payment Options

- Web payment through your student portal at your MyNAIT Portal
 - In person at the Cash Office (Main Campus)
 - by calling the Student Success Contact Centre (SSCC) at 780-471-NAIT (780-471-6248)
 or

[Disclaimer](#) [Academic Rules and Regulations](#)

I agree to the above terms and conditions and to have my student account charged for the rental

Click the I agree check box. This action confirms your agreement to the terms and conditions for a renting a locker at NAIT.

Click the button to process your locker rental. You will be returned to the Student Locker Rental page.

The fees for this locker will be posted to your account.

You will receive a rental confirmation via e-mail. (see sample at the end of this document) The e-mail confirmation should be kept for the duration of the rental period.

Should the locker you have selected prove to be damaged or in a inconvenient location, you will have 30 days from the date of your initial locker reservation to select a new locker.


Changing from a Half Locker to a Full Locker will require a payment difference. Please proceed through the locker payment process to make payment.

Refunds will not be made if you change from a Full Locker to a Half Locker

Student Locker Rental

Program/Class	Description	Program Start Date	Program End Date	Rental Information	View	Change
Bus Admin - Accounting	2011/2012 Fall Term	08/01/2011	12/31/2011	Rented T6169 (Payment Pending)	<input type="button" value="View"/>	<input type="button" value="Change"/>
Bus Admin - Accounting	2011/2012 Winter Term	01/01/2012	04/30/2012	Available for rental	<input type="button" value="Rent Now"/>	

[Make a Payment](#) *Payments may take up to 24 hours to reflect on this page

 If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs

Repeat these steps for additional terms, if required.

Your locker reservation will be held for 24 hours. If payment is not received within that time frame, the reservation will be cancelled and the selected locker(s) will be returned to the rental pool.

Click [Make a Payment](#) to pay for the locker(s) thru the Student Portal.

See information at the end of this document if paying by an alternate method.



Make a Payment 1 2 3 4

1. Specify Payment Details

You may specify your payment amount after providing your account information.

Create New Profile Use Existing Profile Do not use Profile

Payment Profile: Save Payment Profile

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name:

Last Name:

Credit Card Type:

Card Number:

Expiration Date: /

The billing address you specify must match your credit card company's records.

Telephone:

Email Address:

Country: [Edit Address](#)

Address:

Enter the cardholder's name.

Select the Credit Card Type

Enter the credit card number and expiration date.

Click .



Make a Payment

1 2 3 4

2. Specify Payment Amount

How To Pay Your Deposit How To Pay Fees DAY Student Payment Information NAITSA Bylaws

A Tuition Deposit is required to hold a spot in a DAY program. When paying the \$250 Deposit, enter it against the Deposit Payment Line.

Continuing Education courses: ALL fees MUST be paid at time of registration. Refer to 4.3 of NAITSA Bylaws (link above) for information on the Student Association (NAITSA) fee.

What I Owe		
Description	Outstanding Charges	Payment Amount
NAIT	2,229.70	

NAIT				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Locker Fees (GST Included)	12/15/2010	2010/2011 Fall Term	25.20	25.20
GST	12/17/2010	2010/2011 Winter Term	1.00	
NAITSA Fee	12/17/2010	2010/2011 Winter Term	137.50	
Day Tuition Charge	12/17/2010	2010/2011 Winter Term	1,856.00	
Semester Service Fee	12/17/2010	2010/2011 Winter Term	100.00	
U-Pass Fee	12/17/2010	2010/2011 Winter Term	110.00	
Total			2,229.70	

pay charges zero out amounts calculate grand total

Currency used is Canadian Dollar.

Payment Summary		
Description	Outstanding Charges	Payment Amount
NAIT	2,229.70	0.00

Currency used is Canadian Dollar.

CANCEL PREVIOUS NEXT

Enter a Payment Amount against the Locker Fees.

Locker Fees must be paid in full. Partial payments will not hold the locker reservation. The rental will be cancelled and the locker(s) will be returned to the rental pool.

You may also pay any other outstanding fees at this time.

Click NEXT.



Make a Payment 1 2 3 4

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	25.20 change payment amount
Currency used is Canadian Dollar.	
First Name	NAIT change payment details
Last Name	Student
Credit Card Type	Visa
Card Number	XXXXXXXXXXXX5492
Card Expiration Month	08 / 2013
Telephone	780/221-5585
Email Address	normao@nait.ca
Country	Canada
Address	205-6307 118 AVE NW EDMONTON AB T5W1G2

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

Confirm the payment amount.

Click [change payment amount](#) if the payment amount is different than you intended to pay. You will be returned to the previous page. Update the payment and click [NEXT](#) to return to this page.

Click [change payment details](#) if the credit card information needs to be revised. You will be returned to the first page. Update the credit card information and click [NEXT](#) to return to this page.

Click [SUBMIT](#) to initiate the payment process.

Make a Payment 1 2 3 4

4. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details			
Reference Number	000000364503	Payment Amount	25.20
Credit Card Number	XXXXXXXXXXXX5492	Transaction Date	12/14/2010
Payment Profile		Transaction Status	Successfully Posted
Currency used is Canadian Dollar.			

[VIEW CONFIRMED PAYMENT](#) [MAKE ANOTHER PAYMENT](#)

The status of your payment is displayed.

Confirmation details of the transactions are presented.

Click [VIEW CONFIRMED PAYMENT](#) to print an official receipt for this transaction.

Payments will be declined if the credit card information has been entered incorrectly or exceeds the credit limit on the card.



Payment History

From To

Posted Payments		Find View All		First	1-2 of 2	Last
Date Paid	Payment Type	Paid Amount	Print Receipt			
12/14/2010	Web payment - Ref # 000000364503	25.20	<input type="button" value="Print Receipt"/>			
Total Posted Payments for this view		25.20				

First 1-2 of 2 Last

Currency used is Canadian Dollar.

Click beside the payment you require a receipt for.

By default, receipts are displayed for the past six months. The date range can be expanded to include payments made prior to this range.

This receipt is the same as the receipt produced by the Cash Office.



Sample of Rental Confirmation e-mail

Your locker rental has been successfully processed. You may view your locker details online through the locker rental page on your student centre.

Building: SOUTH LEARNING CENTRE
Corridor: X2X2
Locker Number: X2-0500
Start Date: Thu Jan 6,2011
End Date: Sat Apr 30,2011
Amount: \$25.20
Reference Number: QYB662

If you have not paid for your locker, payment is due Fri Jan 7,2011 at 09:35 AM

Payment Options

- Web payment through through your student portal at your [MvNAIT Portal](#)
- In person at the Cash Office (Main Campus)

- By calling the Student Success Contact Centre (SSCC) at 780-471-NAIT (780-471-6248) or 1-877-333-NAIT (1-877-333-6248)

Rental Terms

If payment is not received by the due date your locker rental will be cancelled and the charge will be removed from your account.

- You may take possession of the locker on or after the Start Date
- You must vacate the locker on or before the End Date unless the same locker is rented for consecutive terms

Disclaimer

Although NAIT provides a safe educational environment, thefts from lockers and other areas do occur. Goods may also be vandalized, damaged or lost. Students and other individuals attending classes or visiting NAIT for any reason whatsoever are solely responsible for their goods and belongings. NAIT shall not be responsible for theft or loss of any goods for any reason. It is the responsibility of the student or other individual to ensure that their goods are stored safely and that their owner's or tenants insurance policy provides for replacement of goods or possessions that may be stolen, vandalized, damaged or lost. The best insurance against loss is to leave articles that are not needed at home or for the student to carry valuables with them at all times. Valuables should never be left in lockers overnight.

The e-mail confirmation should be kept for the duration of the rental period.

- This confirmation coupled with a payment receipt, confirms ownership of the locker for the rental period

Alternate Payment Methods

Student Success Contact Centre (Phone: 780-471-6248 or Toll Free (1-877-333-6248))

- Students will need to supply their Student ID Number

NAIT Cash Office (Main Campus: 11762 106 Street, Room O114)

- Students will need to supply their Student ID Number



How to Change Your Locker Rental

The screenshot shows the MyNAIT Portal interface. At the top, there's a navigation bar with 'Home', 'Self-Service', 'Events Calendar', and 'E-Tools'. Below this, there are several sections: 'Common Tasks' with a list of actions like 'Access my student storage' and 'Check my account information'; 'Student Notices' with a 'Create Article' button and a list of notices; 'NAITSA News' with a 'GEAR UP! 2010' announcement; and a 'Have a Question?' section with a search box and an 'Ask NAIT' button. Below these is a 'Finances' section with a 'My Account' sub-section containing links for 'Account Inquiry' and 'Payment Profile'. A dropdown menu is open under 'other financial...', showing options like 'Account Activity', 'Charges Due', 'Locker Rentals', 'Payments', 'Scholarship T4A', 'T2202a Receipt', and 'other financial...'. To the right of the dropdown is an 'Account Summary' box showing 'You owe 2,204.50' with a breakdown of 'Due Now' (2,204.50) and 'Future Due' (0.00). Below the summary is a 'make a payment' button. At the bottom, there's a 'Contact Information' section.

Open the Student Locker Rentals page. This page can be accessed either by:

1. Clicking on the Locker Rental link located on the MyNAIT Portal page under Common Tasks.

OR

2. Expanding the **other financial...** menu in the Finances section once you are in the Student Center
 - Click the Drop Down Arrow
 - Click Locker Rentals

Click the chevrons



Should the locker you have selected prove to be damaged or in a inconvenient location, you will have 30 days from the date of your initial locker reservation to select a new locker.

Changing from a Half Locker to a Full Locker will require a payment difference. Please proceed through the locker payment process to make payment.

Refunds will not be made if you change from a Full Locker to a Half Locker

Student Locker Rental

Programs/Courses Available for Rental				Customize Find	First	Last
Program/Class	Description	Program Start Date	Program End Date	Rental Information	View	Char
Bus Admin - Accounting	2011/2012 Fall Term	08/01/2011	12/31/2011	Rented T6169 (Payment Pending)	View	Char
Bus Admin - Accounting	2011/2012 Winter Term	01/01/2012	04/30/2012	Available for rental	Rent Now	

Make a Payment *Payments may take up to 24 hours to reflect on this page

If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs

Click **Change** to update your locker reservation for that term.

Students have 30 days from the date of their original rental to change the locker they are renting. After this time students will not be able to change their locker.

Locker Selection

Advanced Locker Search

Search Locker Number Size Position Location Building

Reset

Only Show Lockers Assigned to My Program [View Campus Locations and Maps](#)

Available Lockers								Customize Find View All	First	1-6 of 6	Last
Locker Number	Campus	Building	Locker Size	Locker Position	Rental Rate	ASSIGNED Locker for Program	Select				
Z1 104	MAIN	Z	Full	Full	\$24.00	Yes	Select				
Z1 103	MAIN	Z	Full	Full	\$24.00	Yes	Select				
Z1 100	MAIN	Z	Full	Full	\$24.00	Yes	Select				
T1003	MAIN	T	Full	Full	\$24.00	Yes	Select				
Z1 102	MAIN	Z	Full	Full	\$24.00	Yes	Select				
T1001	MAIN	T	Half	Bottom	\$24.00	Yes	Select				

Cancel

If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs

If the Only Show Lockers Assigned to My Program statement is checked, the lockers listed will be restricted to lockers assigned to your program.

Apprentice students should never remove the check mark.

For DAY students, you may remove this check mark to see a list of all available lockers.

For CED students you must remove this check mark to see a list of available lockers

Once this check mark is cleared, the list of lockers will include all unrented lockers. Care must be taken to ensure you select your desired lockers.

You can search for a specific locker or locker characteristic

Click **Select** for the desired locker.



Rental Confirmation

Locker Number: J0242 (MAIN Campus, Building J, Full Locker)

Start Date: Thu Aug 18, 2011

End Date: Sat Dec 31, 2011

Rental Rate: \$24.00 + \$1.20 GST

Total Amount: \$25.20

Email Address SaSupport@nait.ca

[Update Email Address](#)

Rental Agreement

1. The locker must be paid for within 24 hours or your rental will be cancelled
2. There are no locker refunds
3. You may take possession of the locker on or after the Start Date
4. You must vacate the locker on or before the End Date
(unless the same locker is rented for consecutive terms)

Payment Options

- Web payment through your student portal at your MyNAIT Portal
 - in person at the Cash Office (Main Campus)
 - by calling the Student Success Contact Centre (SSCC) at 780-471-NAIT (780-471-6248)
- or

[Disclaimer](#) [Academic Rules and Regulations](#)

I agree to the above terms and conditions and to have my student account charged for the rental

Cancel

Confirm Rental

Click the I agree check box. This action confirms your agreement to the terms and conditions for renting a locker at NAIT.

Click the **Confirm Rental** button to process your locker rental. You will be returned to the Student Locker Rental page.

If the new locker is the same or at a lower cost as the original rental, there will be no adjustment to the locker fee posted to your account.

If the new locker is at a higher cost compared to the original locker, the difference in fees between the two lockers will be posted to your account.

You will receive a rental confirmation via e-mail. (see sample at the end of this document) The e-mail confirmation should be kept for the duration of the rental period.



Should the locker you have selected prove to be damaged or in a inconvenient location, you will have 30 days from the date of your initial locker reservation to select a new locker.
Changing from a Half Locker to a Full Locker will require a payment difference. Please proceed through the locker payment process to make payment.

Refunds will not be made if you change from a Full Locker to a Half Locker

Student Locker Rental

Programs/Courses Available for Rental				Customize Find	First	Last
Program/Class	Description	Program Start Date	Program End Date	Rental Information	View	Change
Bus Admin - Accounting	2011/2012 Fall Term	08/01/2011	12/31/2011	Rented J0242 (Changed)	View	Change
Bus Admin - Accounting	2011/2012 Winter Term	01/01/2012	04/30/2012	Available for rental	Rent Now	

[Make a Payment](#) *Payments may take up to 24 hours to reflect on this page

If you are a mobility-impaired student or have a documented disability requiring accessibility considerations, please contact the Services for Students with Disabilities (SSD) office to discuss your specific locker needs

Repeat these steps for additional terms, if required.

If additional fees were posted to your account, they are due immediately.

If the locker reservation was changed prior to a payment being made, your locker reservation will be held for 24 hours. If payment is not received within that time frame, the reservation will be cancelled and the selected locker(s) will be returned to the rental pool.

If the original locker reservation was paid and then the locker was changed; causing an increase in fees, the locker reservation will not be cancelled. Students are required to pay the increase in fees immediately or risk having a Financial Hold placed against their account.

Click [Make a Payment](#) to pay for the additional fees thru the Student Portal.

See information at the end of this document if paying by an alternate method.



Make a Payment



1. Specify Payment Details

You may specify your payment amount after providing your account information.

Create New Profile Use Existing Profile Do not use Profile
Payment Profile: Save Payment Profile

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name:
Last Name:
Credit Card Type:
Card Number:
Expiration Date: /

The billing address you specify must match your credit card company's records.

Telephone:
Email Address:
Country: [Edit Address](#)
Address:

Enter the cardholder's name.

Select the Credit Card Type.

Enter the credit card number and expiration date.

Click .



Make a Payment

1 2 3 4

2. Specify Payment Amount

How To Pay Your Deposit How To Pay Fees DAY Student Payment Information NAITSA Bylaws

A Tuition Deposit is required to hold a spot in a DAY program. When paying the \$250 Deposit, enter it against the Deposit Payment Line.

Continuing Education courses: ALL fees MUST be paid at time of registration. Refer to 4.3 of NAITSA Bylaws (link above) for information on the Student Association (NAITSA) fee.

What I Owe		
Description	Outstanding Charges	Payment Amount
NAIT	2,229.70	

NAIT				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Locker Fees (GST Included)	12/15/2010	2010/2011 Fall Term	25.20	25.20
GST	12/17/2010	2010/2011 Winter Term	1.00	
NAITSA Fee	12/17/2010	2010/2011 Winter Term	137.50	
Day Tuition Charge	12/17/2010	2010/2011 Winter Term	1,856.00	
Semester Service Fee	12/17/2010	2010/2011 Winter Term	100.00	
U-Pass Fee	12/17/2010	2010/2011 Winter Term	110.00	
Total			2,229.70	

pay charges zero out amounts calculate grand total

Currency used is Canadian Dollar.

Payment Summary		
Description	Outstanding Charges	Payment Amount
NAIT	2,229.70	0.00

Currency used is Canadian Dollar.

CANCEL PREVIOUS NEXT

Enter a Payment Amount against the Locker Fees

Locker Fees must be paid in full for first time reservations. Partial payments will not hold the locker reservation. The rental will be cancelled and the locker(s) will be returned to the rental pool.

If the fees are the result in a change in lockers, a partial payment will be applied against the locker reservation. Students that fail to pay the fee in full risk having a Financial Hold placed against their account.

You may pay other outstanding fees at this time.

Click NEXT .



Make a Payment 1-2-3-4

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	25.20 change payment amount
Currency used is Canadian Dollar.	
First Name	NAIT change payment details
Last Name	Student
Credit Card Type	Visa
Card Number	XXXXXXXXXXXX5492
Card Expiration Month	08 / 2013
Telephone	780/221-5585
Email Address	normao@nait.ca
Country	Canada
Address	205-6307 118 AVE NW EDMONTON AB T5W1G2

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

Confirm the payment amount.

Click [change payment amount](#) if the payment amount is different than you intended to pay. Your will be returned to the previous page. Update the payment and click [NEXT](#) to return to this page.

Click [change payment details](#) if the credit card information needs to be revised. You will be returned to the first page. Update the credit card information and click [NEXT](#) to return to this page.

Click [SUBMIT](#) to initiate the payment process.

Make a Payment 1-2-3-4

4. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details			
Reference Number	000000364503	Payment Amount	25.20
Credit Card Number	XXXXXXXXXXXX5492	Transaction Date	12/14/2010
Payment Profile		Transaction Status	Successfully Posted
Currency used is Canadian Dollar.			

[VIEW CONFIRMED PAYMENT](#) [MAKE ANOTHER PAYMENT](#)

The status of your payment is displayed.

Confirmation details of the transactions are presented.

Click [VIEW CONFIRMED PAYMENT](#) to print an official receipt for this transaction.

Payments will be declined if the credit card information has been entered incorrectly or exceeds the credit limit on the card.



Payment History

From To

Posted Payments		Find View All	First	1-2 of 2	Last
Date Paid	Payment Type	Paid Amount	Print Receipt		
12/14/2010	Web payment - Ref # 000000364503	25.20	<input type="button" value="Print Receipt"/>		
Total Posted Payments for this view		25.20			

Currency used is Canadian Dollar.

Click beside the payment you require a receipt for.

By default, receipts are displayed for the past six months. The date range can be expanded to include payments made prior to this range.

This receipt is the same as the receipt produced by the Cash Office.

Sample of rental confirmation e-mail

Your locker rental has been successfully processed. You may view your locker details online through the locker rental page on your student centre.

Building: ENGINEERING TECHNOLOGIES ANNEX
 Corridor: L0X4
 Locker Number: L159
 Start Date: Tue Aug 16,2011
 End Date: Sat Dec 31,2011
 Amount: \$25.20
 Reference Number: NNM582

If you have not paid for your locker, payment is due Tue Aug 16,2011 at 03:11 PM

Payment Options

- Web payment through through your student portal at your [MyNAIT Portal](#)
- In person at the Cash Office (Main Campus)
- By calling the Student Success Contact Centre (SSCC) at 780-471-NAIT (780-471-6248) or 1-877-333-NAIT (1-877-333-6248)

Rental Terms

If payment is not received by the due date your locker rental will be cancelled and the charge will be removed from your account.

- You may take possession of the locker on or after the Start Date
- You must vacate the locker on or before the End Date unless the same locker is rented for consecutive terms

Disclaimer

Although NAIT provides a safe educational environment, thefts from lockers and other areas do occur. Goods may also be vandalized, damaged or lost. Students and other individuals attending classes or visiting NAIT for any reason whatsoever are solely responsible for their goods and belongings. NAIT shall not be responsible for theft or loss of any goods for any reason. It is the responsibility of the student or other individual to ensure that their goods are stored safely and that their owner's or tenants insurance policy provides for replacement of goods or possessions that may be stolen, vandalized, damaged or lost. The best insurance against loss is to leave articles that are not needed at home or for the student to carry valuables with them at all times. Valuables should never be left in lockers overnight.

The e-mail confirmation should be kept for the duration of the rental period.

- This confirmation coupled with a payment receipt, confirms ownership of the locker for the rental period



DEPARTMENT OF CORPORATE SERVICES

Alternate Payment Methods

Student Success Contact Centre (Phone: 780-471-6248 or Toll Free (1-877-333-6248))

- Students will need to supply their Student ID Number

NAIT Cash Office (Main Campus: 11762 106 Street, Room O114)

Students will need to supply their Student ID Number



How to Pay Tuition and Fees

The screenshot shows the 'Veronica's Student Center' interface. In the left navigation menu, 'Finance' is highlighted. In the main content area, under the 'Finances' section, there is a 'make a payment' link. Other visible elements include 'Academics', 'Account Summary', and a 'Search For Classes' button.

Click on Make a Payment.

This link is located on

- the main Student Portal page under Common Tasks
- the Left navigation menu under Finance various pages

The screenshot shows the 'Make a Payment' form. At the top, there are navigation tabs: 'summary', 'activity', 'charges due', 'payments', and 'make a payment'. The 'make a payment' tab is active. Below the tabs, there is a progress indicator with '1' highlighted. The main heading is '1. Specify Payment Details'. A message states: 'You may specify your payment amount after providing your account information.' Below this is a question: 'Do you wish to save your credit card information to a payment profile for future use?' with two radio button options: 'Yes, save my information' and 'No, do not save my information'. The 'No' option is selected. There is a 'Payment Profile' text input field with the example '(example: My Credit Card)'. Below this is the 'Credit Card Details' section with the instruction: 'Enter the information requested exactly as it appears on your credit card.' The fields are: 'First Name' (Veronica), 'Last Name' (Froese), 'Credit Card Type' (Visa), 'Card Number' (45****), and 'Expiration Date' (10 / 2010).

Enter the card holders name, credit card number and expiration date.

Select the credit card type.

Click



[summary](#) [activity](#) [charges due](#) [payments](#) [make a payment](#)

Make a Payment

1 2 3 4

2. Specify Payment Amount

Parking - Day Parking Permits can be picked up in Room O112. A copy of your payment receipt must be presented before the permit is handed out.

NAIT				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Locker Fees*	08/13/2008	2008/2009 Fall Term	15.00	<input type="text"/>
GST	08/13/2008	2008/2009 Fall Term	0.75	<input type="text"/>
NAITSA Fee	08/13/2008	2008/2009 Fall Term	120.50	<input type="text"/>
Gown and Glove Rental (CLX)	08/13/2008	2008/2009 Fall Term	144.45	<input type="text"/>
GST	08/13/2008	2008/2009 Fall Term	7.22	<input type="text"/>
Day Tuition Charge	08/13/2008	2008/2009 Fall Term	1,842.00	<input type="text" value="250"/>
Locker Fees*	12/10/2008	2008/2009 Winter Term	15.00	<input type="text"/>
GST	12/10/2008	2008/2009 Winter Term	0.75	<input type="text"/>
NAITSA Fee	12/10/2008	2008/2009 Winter Term	120.50	<input type="text"/>
Day Tuition Charge	12/10/2008	2008/2009 Winter Term	1,842.00	<input type="text"/>
Total			4,108.17	

[pay charges](#) [zero out amounts](#) [calculate grand total](#)

Enter a payment amount against the fees you wish to pay.

If you wish to pay the \$250 Deposit, enter that amount against the Day Tuition Charge for the first term you were accepted for (usually the Fall Term)

If you wish to pay only certain outstanding fees, enter an amount against the desired fees.

If you wish to pay all fees, click [pay charges](#)

Scroll down the page and click [NEXT](#)



[summary](#) [activity](#) [charges due](#) [payments](#) [make a payment](#)

Make a Payment 1 2 3 4

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary		
Payment Amount	250.00	change payment amount
Currency used is Canadian Dollar.		
First Name	Veronica	change payment details
Last Name	Froese	
Credit Card Type	Visa	
Card Number	XXXXXXXXXXXX9615	
Card Expiration Month	08 / 2010	
Telephone	780/674-4191	
Email Address	afroese@xplornet.com	
Country	Canada	
Address	Site 14 Box 23 RR 2 Barrhead AB T7N1N3	

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

Confirm the payment amount

Click [change payment amount](#) if the payment amount is different than you intended to pay. You will be returned to the previous page. Update the payment and click [NEXT](#) to return to this page.

Click [change payment details](#) if the credit card information needs to be revised. You will be returned to the first page. Update the credit card information and click [NEXT](#) to return to this page.

Click [SUBMIT](#) to initiate the payment process.



[summary](#)
[activity](#)
[charges due](#)
[payments](#)
[make a payment](#)

Make a Payment 1 2 3 4

4. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details			
Reference Number	000000247173	Payment Amount	5.00
Credit Card Number	XXXXXXXXXXXX9615	Transaction Date	06/04/2008
Payment Profile		Transaction Status	Successfully Posted
Currency used is Canadian Dollar.			

[VIEW CONFIRMED PAYMENT](#)
[MAKE ANOTHER PAYMENT](#)

The status of your payment is displayed.

Confirmation details of the transactions are presented. Print this page for future reference.

Click on the Payments tab to print an official receipt for this transaction.

Payments will be declined if the credit card information has been entered incorrectly or exceeds the credit limit on the card.

[summary](#)
[activity](#)
[charges due](#)
[payments](#)
[make a payment](#)

Payment History

From To

Posted Payments			
Find View All			
		First	Last
Date Paid	Payment Type	Paid Amount	Print Receipt
06/04/2008	Web payment - Ref # 000000247173	5.00	Print Receipt
Total Posted Payments for this view		5.00	

First 1-2 of 2 Last

Click **Print Receipt** beside the payment you require a receipt for.

Receipts are displayed for the past six months. The date range can be expanded to include payments made prior to this date.



How to Print a Payment Receipt

Students can reprint their payment receipts. All receipts made against the students account are included in the list whether they have been paid online or in person. The receipts are the same as a receipt produced by the Cash Office.

MYNAIT PORTAL

Home | Self-Service | Events Calendar | E-Tools [Join this community](#) [Edit This Community](#)

Common Tasks

- Configure
- Access my student storage
- Check my account information
- Check my e-mail
- Check my grades
- Check my schedule
- Confirmation of Attendance
- Locker Rentals
- Make a payment
- Print my payment receipt
- Print my tax receipt
- Register for a course
- Student evaluation
- Submit career investigation
- View my unofficial transcript

Student Notices

Create Article

Apple iPod Rebate August 6


Gear Up! 2010 Welcome to NAIT Party! July 22

Motally Library & Project Factory Summer Hours July 2

NAITSA News

About NAITSA April 23

GEAR UP! 2010
August 28, 2010 • NAIT Main Campus • 11 am to 3 pm



Have a Question?

Type your question here...

Example: "How do I apply?"

[Ask NAIT](#)

Convocation

Fall 2010 Parking Application

Hatch Your Business with a \$20,000 grant!

Listen to NR 92 campus radio

NAIT Students' Association

Click on Print my payment receipt

This link is located on

- the main Student Portal page under Common Task
- The left navigation menu under Finance

summary activity charges due payments **make a payment**

Payment History

From 04/30/2008 To 10/20/2009 go

Posted Payments		Find View All	First	1-4 of 4	Last
Date Paid	Payment Type	Paid Amount	Print Receipt		
12/15/2008	Payment - Ref # 000000287735	2,008.50	Print Receipt		
08/12/2008	Payment - Ref # 000000268177	1,758.50	Print Receipt		
07/23/2008	Payment - Ref # 000000262992	250.00	Print Receipt		
Total Posted Payments for this view		4,017.00			

Currency used is Canadian Dollar.

Students may need to expand the date range as the default is to only show receipts paid in the last six month.

If necessary, enter a new range of dates.

Click the **Print Receipt** produce the receipt. Receipt is the same as a receipt produced by the Cash Office.



T2202A Guidelines

The T2202A tax receipts contain tuition information for a calendar year. Tax receipts are issued for courses taken between January and December and are not based on the date the payment was made.

Tuition Tax Credit

- Courses must be at a post secondary level to be included on the tax receipt.
- Tuition tax credit will not be given for administrative fees when a student has withdrawn from a program/course. ie) CED Admin Fee, Day Admin Fee, Apprentice Drop Fee
- Tax receipts will not include fees that have been paid that relate to courses or programs starting in the next calendar year.
- If course(s) span a calendar year – the tuition is prorated based on the number of months the course(s) span and the number of months attended in the tax year.

Education Tax Credit

- Full time Education Tax Credit will be given for each month in which the student has attended courses offered for a minimum of 40 hours per month or 10 hours per week.
- Part time Education Tax Credit will be given for each month in which the student has attended courses offered for a minimum of 12 hours per month, to a maximum of 39 hours per month.
- In order to be eligible for Education Credit, each course must run at least three consecutive weeks (21 days).

Course Hours per Month

	Jan	Feb	Mar	April	May	June
Course 1	7	7	7			
Course 2		4	4			
Course 3	4	4	4	4	4	
Course 4			12	12	12	12
Course 5			14	14	14	14
Total	11	15	41	30	30	26
Educational Tax Credit	NC	PT	FT	PT	PT	PT

NC=no credit PT=part time credit FT=full time credit



T2202A FAQs

What are T2202A's?

The T2202A are the official certificates issued by qualifying educational institutions for Tuition, Education and Text Book tax credits that can be claimed on an Income Tax Return.

When are they issued?

They are usually issued in February following the tax year, for example, T2202A's issued in February 2010 are for the tax year 2009.

Why are you providing the T2202A tax receipt on the web?

Each year, NAIT receives hundreds of return mailings because many students do not update their addresses. The majority of returned mailings are never claimed. In an effort to cut back on waste, especially postage, the web was selected as a perfect solution. NAIT's aim is to provide more students with more self-service options on the web in the years to come.

Is the T2202A issued by school year?

No. it is issued according to the tax (calendar) year.

Some people do not have access to the web. How will they get the form if they need it?

The NAIT LRC and Computer Commons have computers that students can use to download the T2202A. Students can also use computers available at community libraries and internet café's.

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 of instruction in a MONTH and is not based on your student status. The start date of the course may be in different months, thus affecting the hours in the month.

If I pay my tuition in 2010 for my Winter 2010 term will it be included on the 2010 tax receipt?

No. If you pay your Winter 2010 fees in the 2010 year, the tax receipt will be issued in February 2012 for the 2011 tax year because the courses have to be completed for a tax receipt to be issued.



I have lost my original tax receipt for a prior year. How do I get a duplicate copy?

The T2202A Tax Receipt can be reprinted from the Student Portal, www.nait.ca/mynait. Or you may call the NAIT Cash Office at 780-471-7629. A \$15.00 administrative fee is charged for tax receipts produced by the Cash Office.

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

The fees that were paid include Student Association fees, Health & Dental fees, Program fees, etc. Only the “tuition” portion is eligible for the T2202A.

I have paid my son’s/daughter’s tuition. Will I receive the T2202A?

The tax receipt will be issued to the registered student. There is a form included with the T2202A that your son/daughter can use to transfer the credits to you.

I am in a College Preparation/English as a Second Language program. Why is there no tax receipt for me?

Courses have to be at a post secondary level to be eligible for a tax receipt. Any upgrading or prep courses are not eligible.

I am in a Work Experience program. Why didn’t I receive an Education Tax Credit?

According to Canada Revenue Agency, the Education Tax Credit is only to be granted to students who received direct instruction, therefore a student on a work practicum or work experience does not qualify for this credit.

I think there is an error on my T2202A. Who do I contact?

The Student Success Contact Centre can be reached at 780 – 471–7248 8:00 – 4:30 Monday to Friday

Where can I find more information about the T2202A?


<http://www.cra-arc.gc.ca/formspubs/menu-eng.html>

Please refer to
IT-515R2 Education Tax Credit
IT-516R2 Tuition Tax Credit



How to Print a T2202A Tax Receipt

The T2202A tax receipt contains tuition information for a calendar year. Tax receipts are issued for courses taken between January and December and are not based on the date the payment was made.

	<p>Click on Print my tax receipt</p> <p>This link is located on</p> <ul style="list-style-type: none"> • the main Student Portal page under Common Tasks • the left navigation menu under Finance
	<p>Students need to select the appropriate Tax Year using the drop down arrow.</p> <p>Click Generate Printer Friendly Receipt to generate the receipt.</p> <p>Click View T2202A Receipt to open the document. Once the document is open, you can print or save the tax receipt.</p> <p>If the Adobe Reader on your computer is an older version, the tax receipt may fail to open. Click  and follow the links to download the latest version of this application.</p> <p>**Note that once you have created your T2202A for the first time, all subsequent requests will mark you T2202A as a Duplicate receipt.</p>