

# MEMO

**DATE:** October 26, 2021

**TO:** Algonquin College Employees

**FROM:** Brenda Klerks, Manager, Accounts Payable and Payroll

**SUBJECT:** Tuition Assistance - Taxable Waiver Benefit Form

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This is a reminder that all Algonquin courses taken by College employees, at a discounted rate, are deemed to be a taxable benefit.

If you have taken a course in 2021 for professional development or as requested by your Manager, the course will not be a taxable benefit. Only payroll is able to provide this tax exemption to those who have submitted a completed taxable [waiver benefits form](#). **If this applies to you, this form must be completed and returned to [payroll@algonquincollege.com](mailto:payroll@algonquincollege.com) no later than November 15, 2021.**

For more information, please review this [memo](#), dated January 16, 2018. If you have any questions, please contact Brenda Klerks at [klerksb@algonquincollege.com](mailto:klerksb@algonquincollege.com) or ext. 7517.