

MEMO

DATE: November 3, 2022

TO: Algonquin College Employees

FROM: Brenda Klerks, Manager, Accounts Payable and Payroll

SUBJECT: Tuition Assistance - Taxable Waiver Benefit Form

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 2022 for professional development 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 – Link:

<http://www.algonquincollege.com/hr/files/2017/09/HR03-Tuition-Assistance-Appendix-A-form-RHBHS-1.pdf>

If this applies to you, this form must be completed and returned to payroll@algonquincollege.com no later than November 18, 2022.

Please find the link to the HR03 Appendix A – Taxable Waiver Benefit Form
[Policy HR03 Tuition Assistance Algonquin College Courses](#)

If you have any questions, please contact Brenda Klerks at klerksb@algonquincollege.com or ext. 7517.