

MEMO

DATE: October 26, 2021

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 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 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 or ext. 7517.