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### STUDENT TAX INFORMATION

**Description:** These records relate to information compiled from financial records, student enrolment records and student personal information including name, permanent address and social insurance numbers, that is summarized and reported for individual students to verify fees and enrolment status for the tax year in conformance with government tax return reporting and documentation requirements. Normally refers to T2202 forms.

**Filing Guidelines:** Once the Social Insurance Number is in the Student Information System, there should be no record maintained of it outside of the record in the Student Information System.

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<b>MUNCLASS Function:</b>	Students (ST)
<b>Responsible Unit(s):</b>	Office of the Registrar
<b>Retention:</b>	Current Year file closed + 7 years
<b>Disposition:</b>	Destroy
<b>Media:</b>	Electronic
<b>Authority:</b>	Anticipated Operational Use, <i>Income Tax Act (1985)</i>

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Version 01

**Approved:** September 18, 2019: RS-2019-017

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