



Policy No. 5.026

Northwest Louisiana Technical Community College

1098-T Reporting

Original Adoption: February 4, 2020
Effective Date: February 4, 2020
Last Revision: January 1, 2023

Northwest Louisiana Technical Community College provides the 1098-T form each year to students who have paid qualified tuition and related expenses (QTRE). Forms 1098-T shall be postmarked by Jan. 31 annually.

The following information shall be reported for each student:

- Social Security Number
- Name
- Address
- Payments received (Box1) for qualified tuition and related expenses
- Decreases to amounts reported in Box 1 of a previously issued Form 1098-T (Box 4)
- The amount of scholarships or grants received (Box 5)
- Decreases to amounts reported in Box 5 of a previously issued Form 1098-t (box 6)
- Whether a student was enrolled at least half-time (Box 8)
- Whether a student was enrolled as a graduate student (Box 9)

Definitions

Qualified Tuition & Related Expenses

- Tuition
- General fee
- Technology fee
- Program fees
- Lab fees
- Online Course fees

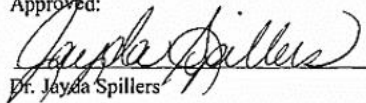
Unqualified expenses

- Rent
- Dining
- Bookstore purchases
- Late fees
- Student Health Insurance

- Health Care Assessment fees
- Telephone Service fees

Amounts reported as payments include personal payments, loans, and scholarships/grants received during the calendar year for QTRE less any refunds issued due to over-payments on the account. Total payments reported in Box 1 cannot exceed the amount of applicable QTRE.

Approved:

A handwritten signature in black ink, appearing to read "Jayda Spillers", written over a horizontal line.

Dr. Jayda Spillers

Chancellor