Commonly asked Questions for the 1098T Tax Document

What is a 1098T?

The 1098-T form is a Tuition Payment Statement that includes information that colleges and universities are required to issue for the purpose of determining a student's eligibility for education tax credits.

Why did I receive a 1098T?

Educational institutions are required by law to report to students either payments received during the calendar year OR the amount of qualified tuition and related expenses that have been billed to the student during the calendar year.

St. Norbert College reports the qualified expenses billed during the calendar year; payments received are not recorded on this form.

What information can be found on the 1098T form?

Box 2- Amount billed for qualified tuition and related expenses:

- The IRS defines this as tuition and eligible charges that were posted to your college bill between the dates of January 1st and December 31st. Please note that housing costs and books are not eligible charges, and therefore not included in this amount.

Box 5- Scholarships or grants:

- The IRS defines this as any financial aid (excluding loans) that were posted to your college bill between the dates of January 1st and December 31st, regardless of the semester for which it was awarded. It also includes all payments received from 3rd parties (excluding family members and loan proceeds.) This includes payments received from governmental and private entities.

Why is Box 1 blank?

Box 1 is blank because we do not report payments on the 1098-T rather, we report tuition and eligible charges as mentioned above.

How do I use the 1098T for tax purposes?

St. Norbert College encourages you to contact a tax professional regarding the application of this form to your taxes. The IRS web site (www.irs.gov) provides information about this form. Publication 970, Tax Benefits for Education can be obtained on that web site or by calling the IRS at 1.800.829.1040. Employees of the college cannot provide tax advice.
How do I know if I should have received a 1098T?

1098Ts are only sent to students whose eligible tuition and fee charges exceed the awarded scholarships and grants.

1098T forms will not be generated if:

1. Scholarships/grants exceed qualified tuition and fee charges
2. Qualifying tuition and fees were covered by a formal billing arrangement with another institution, your employer or a governmental entity
3. You have a residency status that categorizes you as a nonresident or foreign student

When will I receive my 1098T?

The Form 1098T will be mailed to your permanent address by January 31st. You should allow up to 10 days for mail delivery.

How can I obtain a copy of my 1098T?

Your 1098T is available on the student's KnightLine account.

**Students:**

1. Log into KnightLine Account
2. Select “Bursar” tab
3. Select “Tax Notification -1098T” and enter Tax Year

**Proxy:**

1. Log into KnightLine Proxy Access
2. Select tab with student’s name
3. Select “Bursar: Tax Notification -1098T” and enter Tax Year

Please Note: 1098T forms will not be released to anyone other than the student per The Family Educational Rights and Privacy Act (FERPA). Other parties will only be allowed to view the form if the student has granted them access via KnightLine proxy access.