



Tuition Exemption Benefit Form—Pre-1993 Employees and Retirees

If you were hired prior to July 1, 1993 and have full-time continuous service as a regular officer with Columbia University, this form needs to be approved and completed by HR Benefits. Please scan and email the signed form to hrbenefits@columbia.edu or deliver to HR Benefits at 615 West 131st St. 4th Floor, New York, NY 10027. HR Benefits will forward the completed and signed form to Student Financial Services.

STUDENT'S NAME: (PLEASE PRINT)

LAST FIRST M.I. UNI

SCHOOL DEGREE CANDIDACY DEPT./MAJOR

I am eligible for Tuition Exemption based upon my status as (mark one)
[ ] Officer [ ] Officer's Spouse [ ] Eligible Retiree
[ ] Officer's Child [ ] CU Press Employee

Term Year
[ ] Fall [ ] Spring [ ] Summer
Student Status
[ ] Undergraduate [ ] Graduate

COURSES FOR WHICH YOU ARE REQUESTING EXEMPTION

Table with 3 columns: COURSE NUMBER\*, SECTION, Points

\*Barnard & Teachers College courses are not eligible for tuition exemption for an officer's spouse or same-sex domestic partner or an officer who is a non-degree student. Eligible dependents of officers employed at the Law School are not eligible for this benefit and those of other officers may not use the benefit for courses in the Law School.

I hereby make application for tuition exemption benefit for the term indicated. Furthermore, I certify that I have read and understand the rules and regulations of the tuition exemption policy available at www.hr.columbia.edu/benefits/tuition.

Student's Signature Date

To Be Completed by the Employee\Retiree

LAST FIRST M.I. UNI (If available) Telephone Number

Active Employees only

I understand that the Tuition Exemption Benefits may be reported as imputed income and subject to withholding taxes. If applicable, taxes will be withheld from my salary, using the Internal Revenue Service flat tax method, for the tuition exemption benefits granted by Columbia University to me or my eligible dependents.

Employee Signature Date

Retirees only

I understand that the Tuition Exemption Benefits may be reported as imputed income. If applicable, I will receive a form 1099-M with the imputed income for the tuition exemption benefits granted by Columbia University to me or my eligible dependents.

Retiree Signature Date

HR BENEFITS
Permission for \_\_\_\_\_ points
Dept. \_\_\_\_\_ [ ] Employee [ ] Retiree
HR Benefits Approval:
Signature Date