

College Tuition Scholarship (CTS) Benefit: Checklist

For Eligible Officers of the University and their Dependent Children

The College Tuition Scholarship (CTS) Benefit pays 50% of a student's undergraduate tuition at accredited higher education institutions outside Columbia (up to an annually defined limit), for up to eight semesters (or the equivalent trimesters or quarters).

The following form and documentation must be completed and submitted to EBPA as part of your application for the College Tuition Scholarship (CTS) benefit. CTS applications without *the required documentation will not be processed* until all required information is received. This documentation must be submitted each term.

Required documentation for your application includes:

- **College Tuition Scholarship (CTS) - Eligibility & Application Form** – for tuition scholarship outside of Columbia University for dependent child(ren).
- **Full Itemized Tuition Bill** – from your child's college or university, along with the payment mailing address information. If your child receives scholarship(s), grant(s) and/or award(s), you must provide official documentation which details if those funds are applied specifically to "tuition" or "may be applied to all charges" on the student account.
- **Summer Term Documentation** – if applicable

Steps to Complete Your Application:

1. **Fill out the College Tuition Scholarship (CTS) - Eligibility & Application Form.** To access the form, go to www.hr.columbia.edu/benefits and log into the CU Benefits Enrollment System with your UNI and password.

You must submit one (1) College Tuition Scholarship – Eligibility & Application Form for each child.

To print this form:

- Under "Actions," click on "Tuition Programs, Print Your Eligibility Form"
- "Outside of Columbia University – Tuition Scholarship", print the "College Tuition Scholarship (CTS) - Eligibility & Application" form

If this is your first time applying for this benefit, you must provide proof of relationship (copy of birth certificate, marriage certificate, adoption certificate/court records) when you submit your application to EBPA.

You must complete each "I am applying for College Tuition Scholarship" section:

- **Eligible Dependent Information:**
 - Check the appropriate box
- **School Bursar/Financial Information, provide the following information:**
 - Number of Terms at College: Semester (2 Terms), Trimester (3 Terms) or Quarter (4 Terms)
 - Year and Terms: Fall, Winter, Spring or Summer
 - Undergraduate: Freshman, Sophomore, Junior or Senior
 - School Name
 - Itemized Tuition Bill & Scholarships, Grants and/or Awards – review documentation requirements
 - Bursar/Financial Services contact email address, phone number and fax number
 - Term Tuition Bill Amount – attach a copy of the itemized tuition bill
 - Scholarships, Grants and/or Awards (dollar amounts) – attach copies of documentation
- **Columbia Officer Contact Information**
 - Please review, confirm or correct all preprinted information
 - If not listed, please provide your work phone number and work email address

- Second Officer (Check, if applicable)
- **Certification and Signature**
 - Please read the certifications 1 through 5 and sign and date your CTS Application

If your child is not listed on the online form, you will need to add her/him by using the link “Add a Dependent Child” on the main menu in the CU Benefits Enrollment System. Please be prepared to provide proof of relationship (copy of birth certificate, marriage certificate or adoption certificate/court records) to the Columbia Benefits Service Center, via email at hrbenefits@columbia.edu or secure fax at 212-851-7025.

Once the Columbia Benefits Service Center has verified the dependent relationship and your record is updated, you will be able to print the *College Tuition Scholarship (CTS) - Eligibility & Application Form*.

2. **Attach the Full Itemized Tuition Bill** – from your child’s college or university. Traditionally, tuition bills are mailed to a student’s home in advance of the upcoming semester. If the institution does not mail out tuition bills, and uses an online student account billing system, please print and submit a copy of the itemized student account bill.

The itemized tuition bill or the online student account bill must include the following:

- College or university name or logo;
- Dependents child’s name;
- Itemized tuition amounts;
- Semester/trimester/quarter the student is attending;
- Dollar value of any scholarship, grants and/or awards received; and
- Payment mailing address information.

If the college or university’s payment mailing address information is not listed on the itemized tuition bill or the student account bill, you must provide a copy from the college or university’s official website page which contains the payment mailing address information, and submit it with your CTS application.

If your child receives scholarship(s), grant(s) and/or award(s), you must provide official documentation which details if those funds are applied specifically to “tuition” or “may be applied to all charges” on the student account.

3. **Summer Term Documentation, if applicable** – If your child is taking summer courses, please provide written proof on the college or university’s letterhead stating that your dependent child is a student in good standing and that the summer courses are part of his or her academic program. See the “Student in Good Standing” sample letter at http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/student_in_good_standing_sample_letter.doc.

Instructions to Submit Your Application

Complete the above steps and then submit documentation to EBPA as part of your application for the College Tuition Scholarship (CTS) Benefit.

Submit your application to EBPA via one of the following options:

- Secure Document Portal: <https://secure.ebpabenefits.com>
- Fax: 603-773-4425
- By Mail: EBPA, P.O. Box 1140, Exeter, NH 03833-1140

For application status and payment processing questions, please email EBPA at tuition@ebpabenefits.com or call EBPA Customer Service at 1-888-456-4576.

If Your Application is Missing Required Documentation – Your CTS application will not be processed until all required information is received. EBPA will send an email identifying the missing information. ***If you do not respond, the application will not be processed for payment.***

CTS Payment Notification – EBPA will notify you by mail to confirm the CTS Benefit amount and payment to the educational institution.

Questions: If you have any questions about these required forms or documentation, please call the Columbia Benefits Service Center at 212-851-7000 or email hrbenefits@columbia.edu, Subject: “CTS Question(s).”