

## College Tuition Scholarship – Application

### *For the Family of Eligible Deceased Officer of the University and their Dependent Children*

#### College Tuition Scholarship – Application Form

The College Tuition Scholarship (“CTS”) program pays the lesser of 50% of the institution’s undergraduate tuition or 50% of the current year’s Columbia College undergraduate tuition, for up to eight semesters (or equivalent trimesters or quarters). See the CTS Policy for details of eligibility, how the benefit works and the application procedure.

Summer Terms: The CTS program will cover a student for summer terms, provided the summer courses are taken after the dependent child has begun their first semester of study and the summer courses are taken during those years in which the student is eligible for eight semesters of fall or spring term CTS. These terms do not count toward the eight-semester limit of eligibility for the CTS.

Additionally, your dependent child may be eligible for Tuition Exemption as a non-matriculated student at Columbia University during the Summer Session. See *Tuition Exemption Benefit for Officers Policy* at <http://hr.columbia.edu/benefits/tuition> for details.

The dependent child must provide a Student in Good Standing Letter – written proof from their college or university on their institution’s letterhead that they are a student in good standing and that the summer courses are required as part of his or her academic program. This letter must also be submitted with the Tuition Program eligibility forms.

Related Links below:

[CTS Policy](#)      [CTS FAQs](#)      [Student in Good Standing Sample Letter](#)

#### Deceased Officer and Family Contact Information

Using the CTS Checklist, please complete all fields that apply, sign and attach this form as part of your required documentation to be submitted to EBPA. I understand I must submit one (1) College Tuition Scholarship - Application Form for each dependent child.

##### Deceased Officer Information:

Date of Birth \_\_\_/\_\_\_/\_\_\_      UNI: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Family of Deceased Officer – Relationship:**     Spouse     Dependent Child

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact Phone: (    )    –    \_\_\_\_\_ Work Phone: (    )    –    \_\_\_\_\_

Click here if there is a Second Officer. Both parents must have been hired or appointed as regular, full-time Officers on or before July 1, 2011, without a break in service, to be eligible for a second College Tuition Scholarship. Both Officers must submit separate CTS Eligibility and Application forms.

#### Eligible Dependent Information

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

**Dependent Child** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

**School Bursar / Financial Services Information**

Number of Terms at College:  Semester (2 terms)  Trimester (3 terms)  Quarter (4 terms)

Year \_\_\_\_\_ Term:  Fall  Winter  Spring  Summer

Undergraduate:  Freshman  Sophomore  Junior  Senior

College or University Name: \_\_\_\_\_

**Itemized Tuition Bill:** Please provide a copy of the college or university's itemized tuition bill. 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, you must print and submit a copy of the student account bill.

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

- College or university name or logo;
- Dependent child's name;
- Itemized tuition amounts;
- Semester/trimester the student is attending;
- Dollar amount of any scholarship(s), grant(s) and/or award(s) 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 on the printed student account bill, you must provide a copy from the official website page which confirms the payment mailing address information, and submit it with your CTS application.

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

**Bursar/Financial Services Contact** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Tuition Amount: \$** \_\_\_\_\_  
*(Attach a copy of the Itemized Tuition Bill)*

**Scholarships, Grants and/or Awards: \$** \_\_\_\_\_  
*(Attach copies of official documentation)*

**Certification and Signature**

I certify that:

1. All the information on this form is true and accurate to the best of my knowledge.
2. I understand the College Tuition Scholarship is for undergraduate programs only.
3. I understand I must submit one (1) College Tuition Scholarship Application form for each dependent child.
4. I have reviewed and understand the College Tuition Scholarship Policy, and my dependent is eligible for the tuition benefit for which I am applying.
5. By signing this form, I acknowledge the responsibility of the College or University's to return this benefit to EBPA in the event my dependent child leaves school for any reason during the term.

Family Contact Signature: \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

## Instructions to Submit Your Application to EBPA

The following required printed documentation must be completed and submitted to EBPA as part of your College Tuition Scholarship (CTS) Benefit application. Applications without the required documentation will not be processed until all required information is received.

- Attach this form (“College Tuition Scholarship (CTS) - Application Form”).
- Itemized Tuition Bill, **which must include payment mailing address.**
- If your child receives scholarships, grants and/or awards, 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, must include a Letter of “Student in Good Standing”

Please submit your documentation to EBPA as soon as possible to ensure timely payment for the upcoming school year, via one of the following options:

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

## College Tuition Scholarship - Checklist

### *For the Family of Eligible Deceased Officers of the University and their Dependent Children*

The following 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) Benefit - Application Form**  
*Family of Eligible Deceased Officer*
- **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 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 [hr.columbia.edu/sites/default/files/document-files-word2014/09/10/student\\_in\\_good\\_standing\\_sample\\_letter.doc](http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/student_in_good_standing_sample_letter.doc)

#### Steps to Complete Your Application:

1. **Fill out the College Tuition Scholarship (CTS) Benefit - Application Form.** You must submit one (1) Form for each child. You must complete each section:
  - **Deceased Officer and Family Contact Information**
    - Date of Birth
    - UNI
    - Last Name and First Name
    - Family of Deceased Officer, Relationship: Spouse or Dependent Child (Check Box)
    - Address and Apartment Number
    - City, State, Zip
    - Primary Contact Phone Number and Work Phone Number
  - **Columbia Second Officer Confirmation** (Check Box, if applicable)
  - **Eligible Dependent Child Information**  
If this is your first time applying for this dependent child, you must provide proof of relationship (copy of birth certificate, marriage certificate, adoption certificate/court records) when you submit your application to EBPA.
    - Last name, First Name
    - Date of Birth
  - **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 (Check appropriate box)
    - College or University Name
    - Term Tuition Bill Information
    - Bursar/Financial Services Contact and Email Address
    - Email Address and Phone Number and Fax
    - Tuition Amount \$ and Scholarships, Grants and/or Awards Amounts \$ – review documentation requirements
  - **Certification and Signature**
    - Please read, sign and date your CTS Application
2. **Attach the Full Itemized Tuition 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 must include a "Student in Good Standing" letter, written proof from their college or university on their institution's letterhead that they are a student in good standing and that the summer courses are required as part of his or her academic program. This letter must also be submitted with the Tuition Program eligibility forms.

### Instructions to Submit Your Application to EBPA

**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](mailto: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](mailto:hrbenefits@columbia.edu), Subject: "CTS Question(s)."