Dear Colleague,

As a member of Columbia University’s Support Staff, you or your dependent(s) may be eligible to receive Tuition Exemption Benefits at Columbia University for the Summer Term. The cost of tuition is exempt, based on your eligibility and benefits coverage; however, you are responsible for all fees and non-tuition charges related to your course(s) registration. For more information on the Tuition Exemption Benefits policies, please visit http://hr.columbia.edu/benefits/tuition or consult your Union Local, Collective Bargaining Agreement, Articles relating to Tuition Exemption.

If you or your dependent(s) have decided to take advantage of this benefit by enrolling in classes for the Summer 2017 Term, please remember the following and submit all forms before the end of the Change of Program, Friday, May 26, 2017.

- **To determine your eligibility status, number of credits covered or to print your eligibility form,** go to CU Benefits Enrollment System and log in with your UNI and password.
  - Select “Actions,” then “Tuition Programs, Print your Eligibility Forms.”
  - Next, click “Tuition Exemption – For Yourself” or “Tuition Exemption – For Your Dependents.”

To receive Tuition Exemption for the Summer 2017 Term, you and/or your dependent must be eligible before the first day of classes, May 22, 2017.

- **To have your benefit applied to you or your dependent’s student account,** the printed form, Tuition Exemption – For Yourself or For Your Dependent eligibility form must be completed, signed and submitted to Student Financial Services on your campus.

**Columbia Programs**
Scan forms for email submission: tuitionexemption-students@columbia.edu or in person at:
- **Morningside Campus:** 205 Kent Hall
- **Medical Center Campus (CUMC):** 1-141 Black Building

**Barnard College Programs:** bursar@barnard.edu or submit in person to Milbank Hall, Room 15
**Teachers College Programs:** bursar@tc.columbia.edu or submit in person to Thompson Hall, Room 133

**Tax Treatment**

- **Graduate-Level Studies (Course Numbers 4000 & above)** – The first $5,250 of Tuition Exemption benefits in a calendar year is exempt from taxation according to IRS regulations. Additional benefits above this limit will be treated as taxable income, unless job related.

- **Job-Related Graduate-Level Studies (Course Numbers 4000 & above)** – To receive tax exemption for Tuition Exemption benefits above the IRS calendar year limit of $5,250, complete and submit a Job-Related Graduate Education Certification Form – Degree Program or for Non-Degree Program each term before the end of the Change of Program Period. Consult the Job-Related Graduate Education Certification Policy for more details, forms and employee instructions for processing.
To avoid late fees, processing delays or tax withholdings, you must submit this form before Friday, **May 26, 2017**.

**For More Information**

**Tuition Exemption Benefits coverage and eligibility for you, your dependents and Job-Related Graduate Education Certification** – contact HR Benefits:

- Email hrbenefits@columbia.edu – where you can submit a question
- Telephone: (212)-851-7000

**Tuition Exemption Processing** – contact Student Financial Services:

- Email tuitionexemption-students@columbia.edu – where you can submit a question

Best regards,

Anthea Jeffrey, Director, Students Account, Student Financial Services – Morningside Campus
Tonya Anderson, Executive Director, Registration & Financial Services – CUMC
Michael J. Thivierge, Director, HR Benefits – Tuition Programs Administration

*Explore Tuition Programs for You & Your Family*