

Dear Colleague,

The 2017-2018 school year is just around the corner. To ensure you receive your Primary Tuition Scholarship (PTS) Benefit, submit your PTS application for the 2017-2018 school year to EBPA beginning June 1, 2017.

As a reminder, the PTS Benefit pays between 10% and 35% of your dependent child's tuition in grades K-8 at a private school as long as you and your child live within the five boroughs of New York City, and based on total eligible family income. A child with two parents eligible for the benefit, hired on or before July 1, 2011, can receive two scholarships simultaneously, covering 70% of the tuition.

Steps to Complete the PTS Application Process

- Go to <http://hr.columbia.edu/cu-officers>, click "Log In: Benefits Enrollment System" and log in with your UNI and password
- Under Actions, click on "Tuition Programs, Print Your Eligibility Form"
- Under Outside of Columbia University, select "Primary Tuition Scholarship – For Dependent Children" and print the form
- Submit the full itemized tuition bill for the 2017-2018 school year from your child's primary school along with your completed application form
- Submit your completed application to EBPA (details available on the PTS Checklist)

Note: If you are applying for PTS coverage above 10%, you must submit 2016 tax returns of the child's family, which will be used to determine the Total Eligible Family Income. If you do not wish to submit tax information, your PTS benefit award will equal 10% of the school's tuition

Helpful Tools and Resources

The following resources are available as a guide to help you prepare and submit your application(s) to EBPA:

- [PTS Checklist & Financial Information Worksheet](#)
- [PTS Policy](#)
- [PTS FAQs](#)

EBPA will notify you by email if your PTS application is missing any required information. Please respond as quickly as possible to avoid any processing delays.

If you have any questions about the [PTS Policy](#) or other Tuition Program benefits, please call the Columbia Benefits Service Center at 212-851-7000 (9 a.m. – 4 p.m. Monday-Friday) or email your questions to hrbenefits@columbia.edu.

Regards,
Michael J. Thivierge
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Columbia University Human Resources
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