

Dear Officer,

The 2017-2018 school year is just around the corner. To ensure you receive your College Tuition Scholarship (CTS) Benefit in a timely manner, submit your CTS application to EBPA for the 2017-2018 school year beginning **July 1, 2017**. To receive the CTS benefit, Officers must apply each term. Below are a few things to keep in mind.

Your Tuition Bill

As part of your CTS application, you must provide a copy of the college or university's itemized tuition bill. The traditional student bill or the online student account bill (e-bill) must include:

- College or university name or logo;
- Dependent child's name;
- Itemized tuition amounts;
- Semester/trimester/quarter the student is attending; Dollar value of any scholarship, grants and/or awards received; and
- If payment mailing address information is not printed on the online student account e-bill, provide a copy from the official website page which confirms payment mailing address information, and submit it with your CTS application.

Note: If EBPA, the CTS administrator, notifies you that your CTS application is missing required information; please respond immediately to avoid processing delays.

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.

For More Information

- For eligibility and policy information or CTS application details, go to <http://hr.columbia.edu/officers-college-tuition-scholarship-program>.
- To complete the College Tuition Scholarship – Eligibility & Application form, log into the [CU Benefits Enrollment System](#) with your UNI and password.

If you have any questions, please contact the Columbia Benefits Service Center at hrbenefits@columbia.edu or call 212-851-7000, Monday-Friday, 8 a.m. – 6 p.m.

Regards,

Michael J. Thivierge
Director, Tuition Programs Administration
Columbia University HR Benefits

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