Dear Colleague,

You may be eligible to receive Tuition Exemption Benefits at Columbia University, Barnard College and Teachers College. 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. To learn more, review the Tuition Exemption benefit policies on the HR website or consult your Union Local, Collective Bargaining Agreement, Articles relating to Tuition Exemption.

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

If you’ve decided to take advantage of this benefit by enrolling in classes for the Fall 2017 Term, please submit all forms before the end of the Change of Program: Friday, September 15, 2017.

What You Need to Do
To get started:

- Log in to the CU Benefits Enrollment System with your UNI and password to:
  - Determine your Tuition Exemption Benefit eligibility status;
  - Confirm the number of courses covered; or
  - Print your eligibility form.

  Under “Actions,” select “Tuition Programs, Print Your Eligibility Form by Clicking Here.” Next, click “Tuition Exemption – for Your Yourself” or “Tuition Exemption – for Your Dependents.”

- Submit your form to Student Financial Services (SFS) or Bursar’s Office. The Tuition Exemption – For Yourself or For Your Dependent eligibility form must be completed, signed and submitted to SFS on your campus to be applied to you or your dependent’s student account.

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<th>Columbia</th>
<th>Barnard College</th>
<th>Teachers College</th>
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<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:tuitionexemption-students@columbia.edu">tuitionexemption-students@columbia.edu</a></td>
<td><a href="mailto:bursar@barnard.edu">bursar@barnard.edu</a></td>
<td><a href="mailto:bursar@tc.columbia.edu">bursar@tc.columbia.edu</a></td>
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<td><strong>In-Person</strong></td>
<td>Morningside Campus: 205 Kent Hall</td>
<td>Milbank Hall</td>
<td>Thompson Hall</td>
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<td>Medical Center Campus (CUMC): 1-141 Black Building</td>
<td>Room 15</td>
<td>Room 133</td>
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For More Information
To learn more about:

- Tax treatment for graduate and undergraduate courses and job-related graduate level studies – go to [http://hr.columbia.edu/support-staff-tuition-exemption-tax-treatment](http://hr.columbia.edu/support-staff-tuition-exemption-tax-treatment). To avoid late fees, processing delays or tax withholdings, you must submit this form before Friday, September 15, 2017.
• **Tuition Exemption Benefits** coverage and eligibility and **Job-Related Graduate Education Certification** – email [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu) or call 212-851-7000.

• **Student Account Information or Tuition Exemption Processing** – email SFS at [tuitionexemption-students@columbia.edu](mailto:tuitionexemption-students@columbia.edu).

Best regards,

Jino J. George, Interim Director, Student Financial Services – Students Accounts
Michael J. Thivierge, Director, HR Benefits – Tuition Programs Administration

*Explore Tuition Programs for You & Your Family*