Subject: You May be Eligible to Receive Tuition Exemption Benefits

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 Spring 2018 Term, you and/or your dependent must be eligible before the first day of classes.

To avoid late fees or processing delays, if you’ve decided to take advantage of this benefit by enrolling in classes for the Spring 2018 Term, please submit all forms before the end of the Change of Program: Friday, January 26, 2018.

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 in a Degree Program or Non Degree Studies; and
  - Print your eligibility form.

  Under “Actions,” select “Tuition Programs, Print Your Eligibility Form by Clicking Here.” Under “Within Columbia University”, Select “Tuition Exemption – for 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 or the Bursar’s Office 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>
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<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>
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<td><strong>In-Person</strong></td>
<td>Morningside Campus: 205 Kent Hall</td>
<td>Milbank Hall Room 15</td>
<td>Thompson Hall Room 133</td>
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<td>Medical Center Campus (CUMC): 1-141 Black Building</td>
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For More Information
Click on the below links to learn more about the:

- Tax treatment for graduate and undergraduate courses and job-related graduate level studies
- Job-Related Graduate Education Certification (JRGEC) Policy, employee and supervisor instructions and JRGEC form

Questions
For all questions related to:

- Tuition Exemption Benefits coverage and eligibility and Job-Related Graduate Education Certification – email hrbenefits@columbia.edu or call 212-851-7000.
- Student Account Information or Tuition Exemption Processing – email SFS at tuitionexemption-students@columbia.edu.

Best regards,

Jino J. George, Director, Student Financial Services – Students Accounts and Billing
Michael J. Thivierge, Director, HR Benefits – Tuition Programs Administration
Explore Tuition Programs for You & Your Family