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 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.

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 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>
<th>Teachers College</th>
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<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>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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If you would like to determine your eligibility for a Reduced Employee Rate of 35% for Columbia University undergraduate and graduate courses, review the Tuition Exemption Benefits Supplement – Reduced Employee Rate for Officers.
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](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, Director, Student Financial Services – Students Accounts and Billing
Michael J. Thivierge, Director, HR Benefits – Tuition Programs Administration

[Explore Tuition Programs for You & Your Family](#)