Dear Colleague,

As a member of Columbia University’s Support Staff, you or your dependent(s) may be eligible to receive Tuition Exemption Benefits at Columbia University for the Summer Term. 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. For more information on the Tuition Exemption Benefits policies, please visit http://hr.columbia.edu/benefits/tuition or consult your Union Local, Collective Bargaining Agreement, Articles relating to Tuition Exemption.

If you or your dependent(s) have decided to take advantage of this benefit by enrolling in classes for the Summer 2018 Term, please remember the following and submit all forms before the end of the Change of Program, Friday, May 25, 2018.

What You Need to Do

- To determine your eligibility status, number of credits covered or to print your eligibility form, go to the CU Benefits Enrollment System and log in with your UNI and password.
  - Under “Actions,” Select “Tuition Programs, Print your Eligibility Forms.”
  - Next, click “Tuition Exemption – For Yourself” or “Tuition Exemption – For Your Dependents.”

To receive Tuition Exemption for the Summer 2018 Term, you and/or your dependent must be eligible before the first day of classes, May 21, 2018.

- To have your benefit applied to you or your dependent’s student account, submit your completed Tuition Exemption form to Student Financial Services only after you see charges on the student account.

Columbia Programs
Scan forms for email submission: tuitionexemption-students@columbia.edu or in person at:
- Morningside Campus: 205 Kent Hall
- Medical Center Campus (CUMC): 1-141 Black Building

Tax Treatment

- **Graduate-Level Studies (Course Numbers 4000 & above)** – The first $5,250 of Tuition Exemption benefits in a calendar year is exempt from taxation according to IRS regulations. Additional benefits above this limit will be treated as taxable income, unless job related.

- **Job-Related Graduate-Level Studies (Course Numbers 4000 & above)** – To receive tax exemption for Tuition Exemption benefits above the IRS calendar year limit of $5,250, complete and submit a Job-Related Graduate Education Certification Form – Degree Program or for Non-Degree Program each term before the end of the Change of Program Period. Consult the Job-Related Graduate Education Certification Policy for more details, forms and employee instructions for processing.
Tuition Exemption Reminder Summer 2018 – Support Staff
Final – 5/9/2018

To avoid late fees, processing delays or tax withholdings, you must submit this form before **Friday, May 25, 2018**.

**For More Information**

**Tuition Exemption Benefits coverage and eligibility for you, your dependents and Job-Related Graduate Education Certification** – contact HR Benefits:
  - Email hrbenefits@columbia.edu – where you can submit a question
  - Telephone: (212)-851-7000

**Tuition Exemption Processing** – contact Student Financial Services:
  - Email tuitionexemption-students@columbia.edu – where you can submit a question

Best regards,

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

**Explore Tuition Programs for You & Your Family**