For families enrolled at The School at Columbia University, the Primary Tuition Scholarship (PTS) Benefit for Officers pays 50% of the tuition for your dependent child(ren) enrolled in grades K-8, as long as you and your child(ren) live within the five boroughs of New York City.

In order to receive the PTS benefit, each eligible officer must complete and submit an application and supporting documentation to EBPA for each child enrolled at The School at Columbia University. You can submit an application no earlier than June 1 for the start of a new primary school year.

**Steps to Complete Your Application:**

1. **Print out and complete the Primary Tuition Scholarship (PTS) - Eligibility & Application Form**
   a) Go to [https://humanresources.columbia.edu/](https://humanresources.columbia.edu/) and click on the CUBES logo. You will be asked to enter your UNI and password and then confirm your access using multifactor authentication (DUO).
   b) Once logged in, select “Tuition.” On the Tuition Programs page, under Within Columbia University, select “Primary Tuition Scholarship – The School at Columbia University.”
   c) Review and complete all sections of the application form
      a. Eligible Dependent Information: check the appropriate box
      b. Primary School & Billing Information: select the grade
   d) Review and confirm the Columbia Officer Contact Information. If a phone number or email address is not listed, please fill this in.
   e) If both parents for the enrolled child are eligible for the PTS scholarship, select the checkbox for “Second Officer.” Please list the second Officer’s name and UNI. The enrolled child is eligible for two PTS scholarships, totaling 100% of tuition, if both parents were hired or appointed as regular, full-time Officers on or before July 1, 2011 without a break in service.

2. **Attach a copy of the first page of your Enrollment or Re-Enrollment Contract from The School at Columbia.** This confirms your child’s seat for the upcoming school year.

3. **Certification and Signature.** Read certifications one through five and sign and date your PTS application

**Instructions to Submit Your Application:**

Submit your completed application to EBPA via one of the following options:

- Secure Document Portal: [https://secure.ebpabenefits.com](https://secure.ebpabenefits.com)
  Fax: 603-773-4425
- Mail: EBPA, P.O. Box 1140, Exeter, NH 03833-1140

For application status and payment processing questions, please email EBPA at tuition@ebpabenefits.com or call EBPA Customer Service at 1-888-456-4576.

**Please Note:**

- Your PTS application will not be processed until all required information is received. EBPA will send an email identifying the missing information. **If you do not respond, the application will not be processed for payment.**
- EBPA will notify you by mail to confirm the PTS benefit amount and payment to FACTS, the School at Columbia’s student account administrator.
• **If your child is not listed on the online form**, you will need to add a dependent on CUBES. Once logged in, select “Profile,” then “My Dependent.” Finally, choose “Add Dependent.” Be prepared to scan and upload proof of relationship using the "Upload Documentation" link.

• If you are unable to upload documentation, you may fax your documentation to 844-301-7225. If you have any additional questions, please contact the Columbia Benefits Service Center at 212-851-7000. Once the documentation is verified and your record is updated, you will be able to print the Primary Tuition Scholarship (PTS) Eligibility & Application Form.

**Questions:** If you have any questions about the application or documentation, please call the Columbia Benefits Service Center at 212-851-7000 or email hrbenefits@columbia.edu, Subject: “PTS – The School at Columbia Question(s)"