College Tuition Scholarship (CTS) Benefit: Checklist
For Eligible Officers of the University and their Dependent Children

The CTS Benefit pays 50% of a student’s undergraduate tuition at accredited higher education institutions outside Columbia (up to an annually defined limit), for up to eight semesters (or the equivalent trimesters or quarters).

The following form and documentation must be completed and submitted to EBPA as part of your application for the CTS benefit. **CTS applications without the required documentation will not be processed until all required information is received.** You can submit an application no earlier than July 1 for the start of a new academic year.

Each term you must submit the following required documentation for your application:

- **CTS Eligibility & Application Form** – for tuition scholarship outside of Columbia University for dependent child(ren).
- **Full Itemized Tuition Bill** – from your child’s college or university, along with the payment mailing address information. If your child receives scholarship(s), grant(s) and/or award(s), you must provide official documentation which details if those funds are applied specifically to “tuition” or “may be applied to all charges” on the student account.
- **Summer Term Documentation** – if applicable

**Steps to Complete Your Application:**

1. **To print your CTS Eligibility & Application Form.** Go to 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).

   Once logged in, select “Tuition.” On the Tuition Programs page, under Outside of Columbia University, select “College Tuition Scholarship – For Dependent Children,” then print form.  

   Your CTS application is now a fillable form, which allows you to complete the form online, print your name, current date and save as a PDF so you can seamlessly upload to the EBPA portal. You must complete and submit one CTS Eligibility & Application Form for each child.

   **If this is your first time applying for this benefit,** you must provide proof of relationship (copy of birth certificate, marriage certificate, adoption certificate/court records) when you submit your application to EBPA.

   You must review and complete all of the following sections on the application form:

   - **Eligible Dependent Information:**
     - Check the appropriate box

   - **School Bursar/Financial Information, provide the following information:**  
     - Number of Terms at College: Semester (2 Terms), Trimester (3 Terms) or Quarter (4 Terms)
     - Year and Terms: Fall, Winter, Spring or Summer
     - Undergraduate: Freshman, Sophomore, Junior or Senior
     - School Name
     - Itemized Tuition Bill & Scholarships, Grants and/or Awards – review documentation requirements
     - Bursar/Financial Services contact email address, phone number and fax number
     - Term Tuition Bill Amount – attach a copy of the itemized tuition bill
     - Scholarships, Grants and/or Awards (dollar amounts) – attach copies of documentation

   - **Columbia Officer Contact Information**
     - Please review, confirm or correct all preprinted information
     - If not listed, please provide your work phone number and work email address
     - Second Officer (Check, if applicable)
2. **Attach the Full Itemized Tuition Bill** – from your child’s college or university. Traditionally, tuition bills are mailed to a student’s home in advance of the upcoming semester. If the institution does not mail out tuition bills, and uses an online student account billing system, please print and submit a copy of the itemized student account bill.

   The itemized tuition bill or the online student account bill must include the following:
   - College or university name or logo;
   - Dependents child’s name;
   - Itemized tuition amounts;
   - Semester/trimester/quarter the student is attending;
   - Dollar value of any scholarship, grants and/or awards received; and
   - Payment mailing address information.

   If the college or university’s payment mailing address information is not listed on the itemized tuition bill or the student account bill, you must provide a copy from the college or university’s official website page which contains the payment mailing address information, and submit it with your CTS application.

   If your child receives scholarship(s), grant(s) and/or award(s), you must provide official documentation which details if those funds are applied specifically to “tuition” or “may be applied to all charges” on the student account.

3. **Summer Term Documentation, if applicable** – If your child is taking summer courses, please provide written proof on the college or university’s letterhead stating that your dependent child is a student in good standing and that the summer courses are part of his or her academic program. See the **Student in Good Standing Sample Letter** on the CTS home page (hr.columbia.edu/officers-college-tuition-scholarship-program).

### Instructions to Submit Your Application

Complete the above steps and then submit documentation to EBPA as part of your application for the CTS Benefit.

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

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

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

Your CTS application will not be processed until all required information is received. If your application is missing required information, EBPA will alert you by email. **If you do not respond, the application will not be processed.**

**CTS Payment Notification** – EBPA will notify you by mail to confirm the CTS Benefit amount and payment to the educational institution.

If you have any questions about these required forms or documentation, please call the Columbia Benefits Service Center at 212-851-7000 or email hrbenefits@columbia.edu, subject: “CTS Question(s).”