

Dear Colleague,

As a Columbia University Officer, you or your dependent(s) 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 Fall 2018 Term, you and/or your dependent must be eligible before the first day of classes.

If you or your dependent(s) have decided to take advantage of this benefit by enrolling in classes for the Fall 2018 Term, please **submit all forms before the end of the Change of Program Period: Friday, September 14, 2018.**

What You Need to Know

- **To determine your eligibility status, number of courses covered or to print your eligibility form** – go to the Tuition Programs page and select “Print Eligibility Form.” You will be asked to enter your UNI and password, and then confirm your access using multifactor authentication (DUO).

Once logged in to CUBES, choose the Tuition icon on the top menu to go to the Tuition Programs page; then, 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 on your campus to be applied to you or your dependent’s student account.

	Columbia	Barnard College	Teachers College
Email	tuitionexemption-students@columbia.edu	bursar@barnard.edu	bursar@tc.columbia.edu
In-Person	Morningside Campus: 205 Kent Hall Medical Center Campus (CUMC): 1-141 Black Building	Milbank Hall Room 15	Thompson Hall Room 133

- A **Reduced Employee Rate of 35%** for Columbia University undergraduate and graduate courses may also be available, depending on your eligibility. To learn more, review the *Tuition Exemption Benefits Supplement – Reduced Employee Rate for Officers.*

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.

To avoid late fees, processing delays or tax withholdings, you must submit this form before **Friday, September 14, 2018**.

For More Information

To learn more about:

- **Tax treatment for graduate and undergraduate courses and job-related graduate level studies** – go to [the Tuition home page](#). To avoid late fees, processing delays or tax withholdings, you must submit this form before Friday, September 14, 2018.
- **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,

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

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