Primary Tuition Scholarship Checklist: The School at Columbia University

☐ Confirm eligibility: Go to humanresources.columbia.edu; click CUBES; log in with UNI and password; click “Tuition”
  ▪ If you are eligible, under “Within Columbia University” click “Primary Tuition Scholarship - The School at Columbia University”.
  ▪ If both parents of an enrolled child were hired or appointed as regular, full-time Officers on or before July 1, 2011, with no break in service, the child may receive two PTS scholarships, which will pay for 100% tuition.
  ▪ If you are not eligible and have questions, contact the Columbia Benefits Service Center at hrbenefits@columbia.edu or 212-851-7000, Monday through Friday, 9:00 a.m. – 4:00 p.m.

☐ Fill in the Primary Tuition Scholarship (PTS) - The School at Columbia University Eligibility & Application Form
  ▪ The form is now fillable so you can complete online.
  ▪ Each Officer must submit one PTS application for each dependent child (one form per child; two forms per child if both parents of an enrolled child are eligible; fill in “Second Officer” with the other parent’s name and UNI).
  ▪ If a child is not listed on this form, he or she must be added as a dependent. Go to CUBES Profile; select “Profile” then “My Dependents” then “Add Dependent”; fill in fields. Scan and upload proof of relationship using the "Upload Documentation" link. Once documentation is verified and your record is updated, you may complete the form.
  ▪ Confirm Officer contact information. If a phone number or email address is not listed, please add.

☐ Attach required documentation
  ▪ A copy of the first page of your enrollment or re-enrollment, The School at Columbia University Contract(s). This confirms your child’s seat for the upcoming school year.

☐ Certify and sign application. It is important to read certifications one through five; then, sign and date.

☐ Submit application to EBPA after June 1 for the start of a new primary school year.
  ▪ Go to secure.ebpabenefits.com; click “Reimbursement Accounts”; enter information; upload documents; or
  ▪ Send via fax: 603-773-4425; or
  ▪ Send via mail: EBPA, P.O. Box 1140, Exeter, NH 03833-1140.
  For application status and payment processing questions, email EBPA at tuition@ebpabenefits.com or call EBPA customer service: 1-888-456-4576.

PTS application processing begins after all required information is received, and will take up to 15 business days to complete. If an application is submitted with incomplete information or without required documentation, EBPA will send an email identifying what’s missing. The application will not be processed—and no payment will be made—until the Officer provides the missing information and/or documentation. EBPA will confirm PTS benefit amount and payment to FACTS Management, the School at Columbia University’s student account administrator, by U.S. mail.

Related Links: Primary Tuition Scholarship Policy; FAQs: Tuition Programs then click “Primary Tuition Scholarship (PTS)”

If you have questions, contact the Columbia Benefits Service Center: 212-851-7000, or email hrbenefits@columbia.edu, Subject: PTS – The School at CU.

Applying to The School at Columbia University is a separate process. For information, go to theschool.columbia.edu.