

Student in Good Standing Sample Letter and Submission Instructions

If your eligible dependent child plans to enroll in summer term courses and use the College Tuition Scholarship (CTS) or Tuition Exemption Benefits for Officers tuition programs, you must provide written proof from the college or university, on the institution's letterhead, that your child is a student in good standing (compliant with the institution's academic requirements), and the summer term courses are part of his or her academic program.

Sample Letter

College or University Letterhead

Date:

To: Columbia University
Human Resources – Tuition Programs

Re: [dependent child's complete name], Student in Good Standing

Dear Sir/Madam:

Please be informed that [dependent child's complete name] is a [freshman, sophomore, junior or senior] at [college or university name], enrolled in [academic program name] and is considered to be a student in good standing.

With this letter I confirm the following Summer Term courses are required as part of this student's academic program:

1. [name of course]
2. [name of course]

In the event you require additional information, please contact the Registrar's Office at [phone number or email address].

Regards,

Academic Advisor or Registrar Name
[College or University name and address] and telephone/email information

Submission Instructions

The *Student in Good Standing* letter is required documentation and must be submitted per provisions as outlined in the related Tuition Program policies. You may copy the above sample text and share it with the institution your child is attending.

- **College Tuition Scholarship** - Submit completed letter to EBPA as part of your CTS Application for the Summer Term. CTS Checklist (can be downloaded): humanresources.columbia.edu/cts-checklist.
- **Tuition Exemption Benefits** for Officers, Dependent Children - Submit completed letter to Student Financial Services with your *Tuition Exemption – For Your Dependents* form before the end date of the Change of Program period for the summer term.

All required documentation must be received before Tuition Program benefits can be processed.