Tuition Exemption Benefit Checklist for Eligible Officers of the University

1. **Confirm your eligibility** and learn what’s covered for degree and non-degree courses per term:
   - Log into the [CU Benefits Enrollment System](http://hr.columbia.edu/benefits/tuition/graduate-cert) with your UNI and password. Next, authenticate your access through DUO.
   - Under Actions, select “Tuition Programs, Print Your Eligibility Form by Clicking Here.”
   - Under Within Columbia University, select “Tuition Exemption – for Yourself” and print your form.

To receive Tuition Exemption for the fall, spring or summer terms, you must be eligible before the **First Day of Classes**, per the Academic Calendar ([http://registrar.columbia.edu/calendar](http://registrar.columbia.edu/calendar)).

2. **Register for classes** on Student Services Online (SSOL). For help with registration, visit the [Registering for Classes and Appointment Times](http://hr.columbia.edu/benefits/tuition/graduate-cert) page. Once you have registered, your student account in SSOL will record the degree or non-degree course(s) information and the cost of tuition.

3. **Review tax implications and job-relatedness.** If you are enrolled in graduate-level studies (Course Numbers 4000 and above) and using Tuition Exemption Benefits, you are exempt from taxation up to the federal limit of $5,250 in a calendar year. The value of Tuition Exemption Benefits for graduate-level courses over the federal limit of $5,250 in a calendar year is treated as taxable imputed income, and taxes will be withheld from your paycheck. The University will spread the tax liability of tuition exemption benefits for classes during the term pay periods.

4. **If your graduate studies are job-related**, you may wish to review the IRS criteria to certify your studies are job-related and eligible for tax exemption. For information on the [Job-Related Graduate Education Certification Policy](http://hr.columbia.edu/benefits/tuition/graduate-cert), forms and instructions, visit [http://hr.columbia.edu/benefits/tuition/graduate-cert](http://hr.columbia.edu/benefits/tuition/graduate-cert). Submit your completed **Tuition Exemption Benefits form** and **Job-Related Graduate Education Certification form (if applicable)** to Student Financial Services (SFS) only after you see charges on your student account. To have your Tuition Exemption Benefit or Reduced Employee Rate applied to your student account, your “Tuition Exemption – For Yourself” eligibility form must be completed, signed and submitted to SFS or Bursar’s Office on your campus:

   **Columbia**
   - tuitionexemption-students@columbia.edu

   **Barnard College**
   - bursar@barnard.edu

   **Teachers College**
   - bursar@tc.columbia.edu

Each term, to avoid processing delays, tax withholdings or late fees, you must submit these forms before the end date of the **Change of Program Period**. See Academic Calendar: [http://registrar.columbia.edu/calendar](http://registrar.columbia.edu/calendar)

To learn more about the following:

- **Tuition Exemption Benefits for Officers Policy** – visit [http://hr.columbia.edu/officers-tuition-exemption](http://hr.columbia.edu/officers-tuition-exemption)
- **Reduced Employee Rate** – visit [http://hr.columbia.edu/reduced-employee-rate-officers](http://hr.columbia.edu/reduced-employee-rate-officers)

For questions related to:

- **Student account information or processing of your Tuition Exemption or job-related forms** – email CU Student Financial Services or the Bursar’s Office on your campus (see links above).
- **Tuition Exemption Benefits eligibility and coverage, and Job-Related Graduate Education Certification** – email the Columbia Benefits Service Center at [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu) or call 212-851-7000.