


## College Tuition Scholarship Checklist

- **Confirm eligibility:** Go to [humanresources.columbia.edu](https://humanresources.columbia.edu); click  CUBES; log in with UNI and password; click “Tuition”
  - **If you are eligible**, under “Outside of Columbia University” click “College Tuition Scholarship - For Dependent Children”.
  - 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 CTS scholarships, which will pay for 100% tuition.
  - **If you are not eligible** and have questions, contact the Columbia Benefits Service Center by email: [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu), or phone: 212-851-7000, Monday through Friday, 9:00 a.m. – 4:00 p.m.
- **Gather required documentation.**
  - **Full, itemized tuition bill**, including email and payment mailing address (if payment mailing address is not listed, you must provide a printed copy of the school’s official webpage containing the information).
  - **Grant(s), award(s) and/or scholarship(s) documentation.** If your dependent child receives scholarship(s), grant(s), and/or award(s), you must provide official documentation from the college or university, which details the dollar value and information confirming if the funds are applied specifically to “tuition,” or “may be applied to all charges” on the student account (an email from the school is acceptable). See [Grants, Awards, and Scholarships - Letter to the School](#).
  - **Summer term documentation**, if applicable. Proof on school letterhead that student is in good standing and that the summer courses are part of their academic program. See [Student in Good Standing Letter](#).
  - **Proof of relationship (student is eligible dependent) for first-time applicant.** If this is your first time applying for the benefit, you must provide proof of relationship (copy of birth certificate, marriage certificate, or adoption certificate/court records) when you submit your first application to EBPA.
- **Fill in the College Tuition Scholarship (CTS) – Eligibility & Application Form**
  - The form is now fillable so you can complete online. All sections of the application must be completed.
  - Each Officer must submit one CTS application for each dependent child (one form per child per term; two forms per child per term if both parents of an enrolled child are eligible; Complete “Second Officer” information with the other parent’s name and UNI). EBPA will make every effort to process separate CTS payments at the same time.
  - **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.
- **Certify and sign application. It is important to read certifications one through six, then sign and date.**
- **Submit application to EBPA after July 1 for the start of a new undergraduate school year.**
  - **Document Submission Portal** To access and submit your tuition scholarship, please visit the [EBPA Secure Document Submission Portal](#). Once this page has loaded, click Tuition Accounts, enter your information and upload the necessary documents and click **SUBMIT**, or
  - Send via fax: 603-773-4425; or
  - Send via mail: EBPA, P.O. Box 1140, Exeter, NH 03833-1140.
  - [Register to track the status of your application with EBPA](#). Applications will be available for tracking 2-3 business days after they are submitted through the portal.

CTS application processing begins after all required documentation is received, and will take up to 15 business days. For application status and payment processing questions, go to [ebpabenefits.com/contact-us](https://ebpabenefits.com/contact-us), or call EBPA Customer Service: 1-888-456-4576.

EBPA will notify you by email if your CTS application is missing required information. Please respond as quickly as possible to avoid any processing delays. 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 CTS benefit amount and payment to the school, by U.S. mail.

**Related Links:** [College Tuition Scholarship Policy](#); FAQs: [Tuition Programs](#) then click “College Tuition Scholarship”.