**Student in Good Standing – Support Staff - Sample Letter & Instructions**

In cases where the Support Staff’s dependent child is registered as a degree candidate outside of Columbia University and is able to obtain admission as a non-matriculated special student at Columbia, the unused tuition exemption benefits will be granted. The Support Staff member must provide written proof from the college or university on the institution’s letterhead, that your child is a student in good standing, and that the summer term courses to be taken at Columbia University are required as part of their academic program.

**Sample Letter:**

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College or University Letterhead

Date

To: Columbia University

Human Resources – Tuition Programs

Re: (Dependent Child’s Name), Student in Good Standing

Dear Sir/Madam:

Please be informed that (Dependent Child’s Name) is a (freshman, sophomore, junior, or senior) at (college or university’s 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 to be taken at Columbia University (list courses) are required as part of this student’s academic program:

1. [Course]
2. [Course]

In the event you require additional information, please contact the Registrar’s Office at XXX-XXX-XXXX.

Regards,

Academic Advisor or Registrar
(College or University)
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**Instructions:**

The Student in Good Standing Letter is required documentation and must be submitted to CU Student Financial Services along with your Tuition Exemption – For Your Dependents form before the end date of the Change of Program period. All required documentation must be received before the Support Staff’s unused Tuition Exemption benefits can be processed and applied to the Student Account.