

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: 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)*

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.