


Primary Tuition Scholarship Checklist: The School at Columbia University

- **Confirm eligibility:** Go to humanresources.columbia.edu; click  CUBES; log in with UNI and password; click “Tuition”
 - **If you are eligible**, under “Within Columbia University,” click “Primary Tuition Scholarship - The School at Columbia University.”
 - 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 PTS scholarships, which will pay for 100% tuition.
 - **If you are not eligible** and have questions, contact the Columbia Benefits Service Center at hrbenefits@columbia.edu or 212-851-7000, Monday through Friday, 9:00 a.m. – 4:00 p.m.

- **Fill in the Primary Tuition Scholarship (PTS) - The School at Columbia University Eligibility & Application Form**
 - The form is fillable, so you can complete it online.
 - Submit one PTS application for each dependent child (one form per child; two forms per child if both parents of an enrolled child are eligible; fill in “Second Officer” with the other parent’s name and UNI).
 - **If a child is not listed on this form**, they must be added as a dependent. Go to CUBES Profile; Click on the drop-down button next to your name, 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 it.

- **Attach required documentation**
 - **A copy of the first page** of your enrollment or re-enrollment, The School at Columbia University Contract(s). This confirms your child’s seat for the upcoming school year.
 - To access a copy of the signed contract, log in at tscloud.myoneschool.com/. If you cannot locate your username and password for The School at Columbia’s Online Enrollment site, please contact admissions@theschool.columbia.edu.

- **Certify and sign the application.** It is important to read certifications one through five; then, sign and date.

- **Submit the application to EBPA** after June 1 for the start of a new primary school year.
 - ***New Document Submission Portal*** To access and submit your tuition scholarship, please visit the [EBPA Secure 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.

For application status and payment questions, contact EBPA at ebpabenefits.com/contact-us or 1-888-456-4576.

EBPA will review the application within 2-3 business days to confirm completeness prior to processing. PTS application processing begins after all required documentation is received and will take up to 15 business days.

If an application is incomplete or missing required documentation, EBPA will send an email identifying what’s missing. 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 the PTS benefit amount and payment to FACTS Management, the School at Columbia University’s student account administrator, by U.S. mail.

Related Links: [Primary Tuition Scholarship Policy](#); [Primary Tuition Scholarship website](#).

If you have questions, contact the Columbia Benefits Service Center: 212-851-7000, or email hrbenefits@columbia.edu, Subject: *PTS – The School at CU*.

Applying to The School at Columbia University is a separate process. For information, go to theschool.columbia.edu.