


Tuition Exemption Checklist - Support Staff

- To confirm eligibility, benefit coverage, or complete your form,** go to <https://humanresources.columbia.edu/>; click CUBES ; log in with UNI and password; click "Tuition"; select "*Tuition Exemption-for Yourself*" or "*Tuition Exemption-for Your Dependents*". Please note this form is valid for 30 days from the print/saved date.

- The Tuition Exemption form is fillable so you can complete it online, save the form as a PDF; attach and submit it to your school (details below). All requested information must be completed on the 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](#).
- Submit your completed *Tuition Exemption Benefits* form to Student Financial Services (SFS) or the Bursar's Office at your school after you see charges on your student account.

Columbia	Barnard College	Teachers College
tuitionexemption-students@columbia.edu	bursar@barnard.edu	bursar@tc.columbia.edu

- **Each term, to avoid processing delays, tax withholding, or late fees, you must submit the form before the end date of the Change in Program Period.**

- To register for classes** on Student Services Online (SSOL) go to the [Registering for Classes and Appointment Times](#) page. Once you have registered, your student account in SSOL will record degree or non-degree course(s) information and the cost of tuition. For assistance registering for classes, please contact the Student Services Center at ssc@columbia.edu.

- 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.

- 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 go to the Job-Related Graduate Education Certification page on the [Tuition Programs Website](#).

Job-Related forms must be submitted by your supervisor by email to Student Financial Services at tuitionexemption-students@columbia.edu to confirm the form has been signed and certified as job-related per the IRS criteria reflected in the policy.

For more information:

- Tuition Exemption Benefits, NUSS & Union, Tuition Program website pages - [Tuition Programs | Human Resources \(columbia.edu\)](#)
- Job-Related Graduate Education Certification Policy- [Job-Related Graduate Education Certification Policy | University Policies \(columbia.edu\)](#)
- Collective Bargaining Agreements – [Documents | Human Resources \(columbia.edu\)](#)

To send questions for:

- **Student Account information, Tuition Exemption, or Job-Related forms processing-** email CU Student Financial Services or the Bursar's Office on your campus.
- **Tuition Exemption Benefits eligibility and coverage and Job-Related Graduate Education Certification-** email the Columbia Benefits Service Center at hrcbenefits@columbia.edu or call 212-851-7000.