

College Tuition Scholarship Checklist

For Retired Officers of the University and their Dependent Children

- **Gather required documentation.**
 - Completed College Tuition Scholarship Benefit Application Form (pages 2-4 of this document).
 - **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** for aid child is receiving, detailing whether funds are applied specifically to "tuition" or "may be applied to all charges" on the student's account.
- **Summer term documentation**, if applicable. Proof on school letterhead that student is in good standing and that the summer courses are part of his or her academic program. See [Student in Good Standing Letter](#).
- **Proof of relationship (student is eligible dependent) for first-time applicant.**
- **Fill in the College Tuition Scholarship (CTS) – Eligibility & Application Form**
 - All sections of the application must be completed.
 - Each Officer must submit one CTS application for each dependent child (one form per child each term; two forms per child each 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.
- **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 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.

EBPA will review the application within 2-3 business days to confirm completeness prior to processing.

CTS 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 be in a "Pending" status until all the requested information is received, and no payment will be made until the Officer provides the missing information and/or documentation. EBPA will confirm the CTS benefit amount and make payment to the college or university, by U.S. mail.

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

If you have questions, contact the Columbia Benefits Service Center: 212-851-7000, or email hrbenefits@columbia.edu, Subject: CTS.

College Tuition Scholarship – Application Form*For eligible retired officers of the University and their dependent children*

The College Tuition Scholarship (“CTS”) program pays the lesser of 50% of the institution’s undergraduate tuition or 50% of the current year’s Columbia College undergraduate tuition, for up to eight semesters (or equivalent trimesters or quarters). See the CTS Policy for details of eligibility, how the benefit works and the application procedure.

Summer Terms: The CTS program will cover a student for summer terms, provided the summer courses are taken after the dependent child has begun their first semester of study and the summer courses are taken during those years in which the student is eligible for eight semesters of fall or spring term CTS. These terms do not count toward the eight-semester limit of eligibility for the CTS.

Additionally, your dependent child may be eligible for Tuition Exemption as a non-matriculated student at Columbia University during the Summer Session. See [Tuition Exemption Benefit for Officers Policy](#) for details.

The dependent child must provide a Student in Good Standing Letter – written proof from their college or university on their institution’s letterhead that they are a student in good standing and that the summer courses are required as part of their academic program. This letter must also be submitted with the Tuition Program eligibility forms.

Related Links: [CTS HR Website](#) [CTS Policy](#) [CTS FAQs](#) [Student in Good Standing Sample Letter](#) [Grants, Awards and Scholarships Sample Letter to School](#)

Retired Officer Information:

Using the CTS Checklist, please complete all fields that apply. Sign and attach this form as part of your required documentation to submit to EBPA. I understand I must submit one (1) College Tuition Scholarship Application Form for each dependent child each term.

Last Name: _____ First Name: _____

Date of Birth: _____ UNI: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____ Email: _____

Primary Phone: _____ Work Phone: _____

Click here if there is a Second Officer. Both parents must have been hired or appointed as regular, full-time Officers on or before July 1, 2011, without a break in service, to be eligible for a second College Tuition Scholarship. Both Officers must submit separate CTS Eligibility and Application forms each term.

Second Officer Last Name: _____ Second Officer First Name: _____ UNI: _____

Eligible Dependent Information:

If this is your first time applying for this dependent child you must provide proof of relationship (copy of birth certificate, adoption certificate/court records) when you submit your application to EBPA.

Note: Under current IRS regulations, a College Tuition Scholarship counts as taxable income when it benefits the dependent child of a same sex domestic partner.

Date of Birth: _____

Last Name: _____ First Name: _____

School Bursar / Financial Services Information

Using the CTS Checklist included below, please complete all fields that apply. Sign and attach this form as part of your required documentation to be submitted to EBPA.

Number of Terms at College Semester (2 terms) Trimester (3 terms) Quarter (4 terms)

Year _____

Term: Fall Winter Spring SummerUndergraduate: Freshman Sophomore Junior Senior

School Name: _____

Itemized Tuition Bill: Please provide a copy of the college or university's itemized tuition bill. Traditionally, tuition bills are mailed to a student's home in advance of the upcoming semester. If the institution does not mail out tuition bills, and uses an online student account billing system, you must print and submit a copy of the student account bill.

The itemized tuition bill or the online student account bill must include the following:

- College or university name or logo;
- Dependent child's name;
- Itemized tuition amounts;
- Semester/trimester the student is attending;
- Dollar amount of any scholarship(s), grant(s) and/or award(s) received; and
- Payment mailing address information.

If the college or university's payment mailing address information is not listed on the itemized tuition bill or on the printed student account bill, you must provide a copy from the official website page which confirms the payment mailing address information and submit it with your CTS application.

If your dependent child receives scholarship(s), grant(s) and/or award(s), you must provide official documentation 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. [Grants, Awards and Scholarships Sample Letter to School](#)

Bursar/Financial Services Contact: _____

Bursar/Financial Services Email Address: _____

Phone: _____ Fax: _____

Tuition Amount: \$ _____ Grants and/or Scholarship Amount: \$ _____
(Attach a copy of the full itemized tuition bill) (Attach copies of the official documentation)

Certification and Signature

1. All the information on this form is true and accurate to the best of my knowledge.
2. I understand the College Tuition Scholarship is for undergraduate programs only.
3. I understand I must submit one (1) College Tuition Scholarship Application for each dependent child.
4. I have reviewed and understand the College Tuition Scholarship Policy and my dependent is eligible for the tuition benefit for which I am applying.
5. Tax Treatment: I understand according to current IRS regulations, a College Tuition Scholarship counts as taxable income when it benefits the dependent child of a Same-Sex Domestic Partner (SSDP).
6. By signing this form, I acknowledge the responsibility of the College or University to return this benefit to EBPA in the event my dependent child leaves school for any reason during the term.

Retired Officer Signature: _____

Date: _____

Instructions to Submit your Application to EBPA

The following required printed documentation must be completed and submitted to EBPA as part of your College Tuition Scholarship (CTS) Benefit application. Applications without the required documentation will not be processed until all required information is received

- The CTS Application form for retired officers (pages 2-4 of this document).
- Full itemized tuition bill, which must include the payment mailing address
- If your child receives scholarships, grants and/or awards, you must provide official documentation which details if those funds are applied specifically to “tuition” or “may be applied to all charges” on the student account.
- Summer Term documentation – if applicable, must include a letter of “Student in Good Standing.”

Please submit your documentation to EBPA as soon as possible to ensure timely payment for the upcoming school year, via one of the following options:

- ***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***
- Fax: (603) 773-4425
- 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.

EBPA will review the application submission within 2-3 business days to confirm completeness prior to processing.

CTS 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 be in a “Pending” status until all the requested information is received, and no payment will be made until the Officer provides the missing information and/or documentation. EBPA will confirm the CTS benefit amount and make payment to the college or university, by U.S. mail.

For application status and payment processing questions, go to ebpabenefits.com/contact-us, or call EBPA Customer Service: 1-888-456-4576.

CTS Payment Notification – EBPA will notify you by mail to confirm the CTS Benefit amount and payment to the educational institution.

Questions: If you have questions, contact the Columbia Benefits Service Center by phone: 212-851-7000, or email hrbenefits@columbia.edu, Subject: CTS.