

College Tuition Scholarship Checklist

Helpful tips: Please make sure you have digital copies of all the required documentation. Additionally, give yourself enough time to complete your application(s) because you cannot save your progress and continue at a later time.

Submit one (1) CTS application for each dependent child (one form per child).

Dual CTS: A child with two parents may be eligible for dual benefit if both parents were hired, appointed, or promoted on or before 7/1/2011, and have not had a break in service after 7/1/2011 of more than 31 days. CTS will add both parents' benefits to pay 100% of the lesser of the external institution's tuition, or the current year's Columbia College undergraduate tuition rate. Both parents need to apply for the benefit.

July 1st – Start date to send CTS application(s) to EBPA for the start of a new undergraduate school year i.e. Fall Term.

Gather required documentation

- ✓ **Itemized tuition bill/student account statement** - including email and payment mailing address (If the payment mailing address is not listed, you may find it on the school's Bursar or Student Financial Services webpage; take a screenshot to upload).
- ✓ **Grants, Awards & Scholarships – Letter from School (if applicable)** - If your dependent child receives scholarships, grants, and/or awards, you must provide official documentation from the college or university, 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 (an email from the school is acceptable). See [Grants, Awards, and Scholarships - Letter to the School](#).
- ✓ **Student in Good Standing Letter – Summer Term** – Proof on school letterhead that the student is in good standing and that the summer courses are part of their academic program. This is required for all summer submissions. See [Student in Good Standing Letter](#).
- ✓ **Proof of Relationship (student is eligible dependent), 1st CTS application only** - If this is your first time applying for the benefit, you must provide proof of relationship (copy of birth certificate, marriage certificate, or adoption certificate/court records) when you submit your first application to EBPA.

Go to humanresources.columbia.edu; click  CUBES; log in with UNI and password; click "Tuition"

College Tuition Scholarship (CTS) application form:

How to Submit steps below will guide you to review and accurately complete all sections to successfully submit your benefit application directly to EBPA.

1. Complete dependent and school information.
2. Itemized tuition bill/school contract. Confirm required information.
3. Upload required documentation to EBPA secure portal: [EBPA Secure Document Submission Portal](#)

- Itemized tuition bill/student account statement
- Grants, Awards & Scholarships – Letter from School (if applicable)
- Student in Good Standing Letter – Summer Term (if applicable)
- Proof of Relationship documentation, 1st CTS application only

Once your required documents have been uploaded, an EBPA email will be sent to your Columbia email address with a Confirmation Number(s), a 13-digit numerical code(s) that begins with CTU. The 13-digit numerical code(s) must be entered into your application to submit, to identify the documents required as part of your application.

4. Enter EBPA transaction confirmation number(s).

The 13-digit numerical code(s) must be entered into your application to submit, to identify the documents required as part of your application.

5. Complete the '*I Certify*' process and electronically sign the application.

6. Submit your application.

- [Register to track the status of your application with EBPA.](#)

Status will be available for tracking within 2-3 business days of your CUBES submission.

Statuses:

- In Process
- Pending
- Paid

Missing Information - Your application will be in a "Pending" status until all the required information is received. EBPA will send an email identifying what data information and/or documentation upload is missing. The application will not be processed—and no payment will be made—until the Officer provides the missing data information and/or documentation upload(s). Please respond and provide the missing information as quickly as possible!

- **EBPA will calculate the CTS benefit amount and send payment to the College or University, payment mailing address**, by U.S. Mail. Processing may take up to 15 business days during high volume periods

Questions? Please contact EBPA at ebpabenefits.com/contact or 1-888-456-4576.

CU Related Links: [College Tuition Scholarship Policy](#) [College Tuition Scholarship Website](#) FAQs: [Tuition Programs](#)

College Tuition Scholarship benefit questions, contact the Columbia Benefits Service Center: (212) 851-7000, Monday through Friday, 9 a.m. – 4 p.m. or email HRBenefits@columbia.edu, Subject: CTS Inquiry, Officer Name & UNI

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