COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Primary Tuition Scholarship Checklist – The School at Columbia University

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) PTS application for each dependent child (one form per child).

Dual-PTS – A child with two parents eligible for the benefit, both hired on or before July 1, 2011, can receive two scholarships simultaneously, adding up to a maximum of 100%. Each Officer must submit separate forms for the child(ren).

June 1st – PTS application(s) for the upcoming primary school year can be submitted.

□ **Gather required documentation**

- ✓ First page of The School at Columbia Contract for each child.
  - To access a copy of the signed contract, log in at tsccloud.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.
- ✓ Only if your student will repeat a grade: a written statement from The School at Columbia is required

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

Primary Tuition Scholarship (PTS) - The School at Columbia University 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*
   - First page of The School at Columbia Contract for each child.
   - Only if your student will repeat a grade: a written statement from The School at Columbia is required.

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 PTS benefit amount and send payment to FACTS Management**. The School at Columbia University's student account administrator, by U.S. Mail. Processing may take up to 15 business days during high volume periods

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

CU Related Links: Primary Tuition Scholarship Policy Primary Tuition Scholarship Website

Primary 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: PTS-The School at Columbia

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

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