

**Tuition Exemption Benefit Form – Post-1993 Eligible Retired Officers**

HR Benefits will review your service history to determine your eligibility. If you are seeking Tuition Exemption benefits, are an Officer retiree hired on or after July 1, 1993, with at least 10 years of regular, full-time, salaried continuous service with Columbia University, or are the eligible dependent of such an Officer, please complete this form. All sections must be completed in full.

Please scan and email the signed form to [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu) or mail to the CU Benefits Service Center at 615 West 131st St., 4<sup>th</sup> Floor, New York, NY 10027. HR Benefits - Tuition Programs will forward the completed and signed forms to Student Financial Services.

**STUDENT INFORMATION (PLEASE PRINT):**

LAST	FIRST	M.I.	UNI	PHONE	
CURRENT ADDRESS			CITY	STATE ZIP	
SCHOOL		DEGREE CANDIDACY	DEPT./MAJOR		

**I am eligible for Tuition Exemption based upon my status as (mark one):**

- Retired Officer (Completing a degree program began before retirement)
- Former CU Press Employee (Completing a degree program begun before retirement)
- Officer's Spouse (Completing a degree program begun at CU by Fall 2011 before retirement)
- Officer's Child (or Child of a Deceased Officer)

**COURSES FOR WHICH YOU ARE REQUESTING EXEMPTION:**

COURSE NUMBER*	SECTION	Points

Term Year \_\_\_\_\_

Fall  
 Spring  
 Summer

Student Status

Undergraduate  
 Graduate

\*Barnard & Teachers College courses are not eligible for Tuition Exemption for officer's spouse or officer who is a non-degree student.

I certify that I have read and understand the rules and regulations of the Tuition Exemption policy available at <https://universitypolicies.columbia.edu/content/tuition-exemption-benefits-officers-and-family-members>. I hereby submit this application for the tuition benefit for the term indicated.

\_\_\_\_\_  
Student's Signature Date

**To Be Completed by the Retiree or Family Contact of Deceased Officer**

LAST	FIRST	M.I.	UNI (if available)	PHONE
CURRENT ADDRESS (Please contact the CU HR Benefits Service Center at 212 851-7000 to confirm.)			CITY	STATE ZIP

I understand that the Tuition Exemption benefits may be reported to the IRS as imputed income. If applicable, I will receive a form 1099-M reporting the imputed income for the tuition exemption benefits granted by Columbia University to me or my eligible dependents.

\_\_\_\_\_  
Retiree's Signature Date

**FOR ADMINISTRATIVE PURPOSES ONLY**

Permission for \_\_\_\_\_ percent/points  
 Dept. \_\_\_\_\_

**HR Benefits Approval:**

\_\_\_\_\_  
Signature Date

**Student Financial Services Processing Approval:**

\_\_\_\_\_  
Signature Date