COLUMBIA UNIVERSITY
Human Resources

Select Employee Type:

Tuition Exemption Benefit Form – Pre-1993 Active & Retired Officers

HR Benefits will review your service history to determine your eligibility. If you were hired prior to July 1, 1993, and have full-time, salaried continuous service as a regular Officer with Columbia University, please complete this form and submit it to HR Benefits for approval. All sections must be completed in full. Please scan and email the signed form to hrbenefits@columbia.edu or mail to the CU HR Benefits Service Center at 615 West 131st St. 4th Floor, New York, NY 10027. HR Benefits - Tuition Programs will forward the completed and signed form 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 (check one):

☐ Officer ☐ Officer's Spouse CU* ☐ Eligible Retiree
☐ Officer's Child ☐ Former CU Press

Term
☐ Fall
☐ Spring
☐ Summer

Year_____

Student Status
☐ Undergraduate
☐ Graduate

COURSES FOR WHICH YOU ARE REQUESTING EXEMPTION:

COURSE NUMBER*	SECTION	Points

*Barnard & Teachers College courses are not eligible for tuition exemption for an officer's spouse or same-sex domestic partner or an officer who is a non-degree student. Eligible dependents of officers employed at the Law School are not eligible for this benefit and those of other officers may not use the benefit for courses in the Law School.

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 Employee or Retiree or Family Contact of Deceased Officer

LAST FIRST M.I. | UNI PHONE

CURRENT ADDRESS | CITY STATE ZIP

Active Employees only

I understand that the Tuition Exemption Benefits may be reported as imputed income and subject to withholding taxes. If applicable, taxes will be withheld from my salary, using the Internal Revenue Service flat tax method, for the tuition exemption benefits granted by Columbia University to me or my eligible dependents.

Employee Signature Date

Retirees only

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

Retiree Signature Date

FOR ADMINISTRATIVE PURPOSES ONLY

Permission for _____ percent/points
Dept._____

HR Benefits Approval:

Signature Date

Student Financial Services Processing Approval:

Signature Date