

# COLUMBIA UNIVERSITY

## IN THE CITY OF NEW YORK

AMERICAN LANGUAGE PROGRAM

## American Language Program – Information for Columbia Postdocs

### Eligibility

[The Office of Postdoctoral Affairs](#) is the authority that can tell you what your Postdoc benefits are. To know if you are eligible, and for what you are eligible (how many points/credits per year), contact that office directly.

### Becoming a ‘Student’

When you register for any class at Columbia, you officially become a student at the University, even if you just take one course, and even if you are also an employee. With this, there are certain requirements and things you need to know.

### Health Insurance Waiver

Columbia Postdocs who register for an ALP course **must** file a [waiver](#) for Columbia Health Insurance with Columbia Health. The deadline to file the waiver is usually 3 weeks into the course. If you do not file a waiver, *you will be charged for health insurance by the University*, and Health Services will not remove the charge.

### Health and Related Services Fee

Every person registered for a class at Columbia is charged the [Health and Related Services Fee](#) by Columbia Health Services. This fee is required and cannot be waived.

### Proof of Immunization

All Columbia students are required to show proof of i) Covid-19 + booster ii) Measles, Mumps & Rubella in order to be registered. You also need to certify your decision about meningitis (this vaccine is not required, but you have to give your decision about it).

The student health portal is different than the employee portal. You will need to re-upload vaccine information to the [secure student health portal](#).

### Course Fees

In addition to the Health and Related Services Fee, you will be required to pay the following associated fees: Instructional Support Fee, SPS Student Activity Fee and the SPS Technology Fee. These fees are required, and are not covered by tuition benefits.

### Paying for Course Fees

You can view and pay your bill at [Student Services Online](#) (SSOL). It is very important you pay attention to emails from Student Financial Services (SFS). If you do not pay your bill, you will be charged late fees every month by SFS.

### Withdrawal

If you need to withdraw from the program, you will need to submit a [withdrawal form](#) and pay a \$75 withdrawal fee. To avoid the possibility of any unnecessary charges to your account, please ensure you have submitted a health insurance waiver before you withdraw.

Please also note that not all fees are refundable, in particular the Health and Related services fee. For a full explanation see the [Withdrawal and Tuition Refund](#) page of the ALP website. It is very important you pay attention to emails from SFS even after you withdraw, in case you have outstanding charges on your account.