



Information for Columbia Postdocs

Eligibility

To check your eligibility for tuition exemption, go to [CUBES](#), the CU Benefits Enrollment System and log in with your UNI and password, then select 'Tuition'. You can find additional information on the [Tuition Programs page](#) of the HR website, including a [Tuition Exemption Checklist](#).

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

All Columbia Postdocs who register for an ALP course and do not want to enroll in the Columbia University Student Health Insurance Plan **must** file a [waiver](#) request with Columbia Health – even if they have the Columbia employee plan. The deadline to file the waiver is Sept 30 for the fall term and Feb 15 for the spring term. If you do not file a waiver and receive an approval of your request, *you will be charged for health insurance by the University*, and are responsible for the charges. Review the waiver requirements online and ensure you have all the required documents before submitting your waiver request. Incomplete requests are automatically denied.

Health and Related Services Fee

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

Proof of Immunization

All Columbia students are required submit documentation regarding immunity for Measles, Mumps & Rubella and record an informed decision regarding the meningitis vaccine. These are University requirements and ensure compliance with NY State law. To upload vaccine information and give your meningitis decision, log in via 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 request 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.