

## Attending QMSS while being a Columbia University Employee:

There are a few things you should be aware of if you're planning on taking advantage of the great [Columbia University Tuition Benefits](#) to attend QMSS. This document is meant to be a quick starter-guide and we expect you will read and comply with all CU Tuition Benefit policies via the CU website.

1. The first thing you need to do to access these benefits (ie not pay tuition) is to submit the Tuition Exemption form to the registrar's office in 205 Kent hall. It can be printed from your "my Columbia" hr online benefits system.
2. Next, if this applies, submit the Job-Related Course [Form](#) with the Tuition Exemption form. This form certifies that your classes are in some way related to your current or future work and is therefore *not taxable*. Note that if you do not submit this form you'll be **liable for taxes** on all tuition dollars paid as *earned income*.
3. Note that you are responsible for all other fees such as activity fees, course fees, etc.
4. Part-time employees may or may not be eligible for benefits depending on your classification. Please check with your HR representative for information on this subject.
5. *Tuition Benefit policies are changing as of July 1, 2011 - please check with your department administrator for more information that is specific for your situation.*