Procedures for Tuition Exemption for Cooperating Teachers

Office of Teacher Education & School-Based Support Services
Teachers College, Columbia University

The following steps must be taken during specified dates of registration before the beginning of each semester to prevent delays in the processing of paperwork.

**Step 1: Apply for non-degree or degree status via the Office of Admission (if you are not already a student at Teachers College)**

a) Complete a Non-Degree or Degree Student Application (Online Only)
   [http://www.tc.edu/admissions/index.htm?Id=Apply+to+TC&Info=Start+your+Application](http://www.tc.edu/admissions/index.htm?Id=Apply+to+TC&Info=Start+your+Application)
b) Submit Bachelor’s degree transcript(s)
c) Pay $65 application fee ($35 for re-applicants)

*If you are currently a student, please skip to Step 2.*

**Step 2: Register for a class with the Office of the Registrar**

Please check for specific instructions at [http://www.tc.edu/registrar/](http://www.tc.edu/registrar/). You must know all pertinent information for registering such as course number, course title, CRN number, etc.

*Important Note: Teachers must be registered as a student at Teachers College in order to utilize the voucher. Expired vouchers and courses at Columbia University and other Columbia affiliated institutions are not permissible.*

**Step 3: Email, fax, mail, or drop off a “Voucher Request Form”**

Email: ote@tc.edu
Fax: 212.678.3153
Mail: Office of Teacher Education, 525 West 120th Street, Box 97, New York, NY 10027
Drop off: Zankel, Room 411

Tuition exemption forms are sent electronically to the Office of Student Accounts (Thompson, Room 133) within 2-3 business days.

The college fee for the semester is covered with the voucher. Any additional tuition credits and course fees (i.e., materials fees) not covered by the tuition exemption is the responsibility of the person utilizing the voucher. Payment must be made by the due date set forth by the Office of Student Accounts in order to avoid late fees.

**Notes:**

1) Please go to the link below for a full list of course offerings:
   [http://www.tc.edu/academics/index.htm?Id=Course+Schedule&Info=Course+Schedule](http://www.tc.edu/academics/index.htm?Id=Course+Schedule&Info=Course+Schedule)
2) Tuition vouchers are not transferable. Please see the Cooperating Teacher Handbook for more information.
3) Private fee-based studio courses in the Art or Music programs such as painting or ceramic classes or private music lessons are not covered by the voucher. Please check with OTE before registering for such courses.