PROCEDURES FOR TUITION EXEMPTION
Office of Teacher Education
Teachers College, Columbia University

The following steps must be taken before the beginning of the semester to avoid delays and late fees.

**Step 1:** Apply for non-degree or degree status via the Office of Admission (if you are not already a student at Teachers College). If you are currently a student, please skip to Step 2.

  a) Complete a Non-Degree or Degree Application at: [www.tc.columbia.edu/admissions/apply/](http://www.tc.columbia.edu/admissions/apply/)
  b) Pay $65 application fee (there is no re-application fee for alumni taking courses as non-degree students)

**Step 2:** Register for a class via the TC Portal at “my TC” on the TC homepage at: [www.tc.edu](http://www.tc.edu)

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. A tuition exemption voucher is valid for ONE COURSE (not to exceed 3 credits) at Teachers College and must be used within four subsequent semesters after the student leaves the classroom/school. (Note: Summers count as one semester.) **If one enrolls in a one or two point course, no further tuition exemption is allowed.**

Any additional tuition credits and course fees e.g. material 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.

**Step 3:** Submit the VOUCHER REQUEST FORM BEFORE the tuition payment deadline by going to: [http://tinyurl.com/mbqzvmg](http://tinyurl.com/mbqzvmg)

CREDITS WILL BE POSTED WITHIN THE FIRST 2 WEEKS OF CLASSES

**Step 4:** Complete the Cooperating Teacher Survey in order to have the voucher processed via the following link: [http://goo.gl/Kqix4h](http://goo.gl/Kqix4h)

**Important Notes:**
1) The college fee is waived by the voucher.
2) Private fee-based studio courses in the Music program such as private music lessons are not covered.
3) Tuition vouchers are not transferable.

A list of course offerings can be found at: [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)

Questions can be directed to: [ote@tc.edu](mailto:ote@tc.edu) or 212.678.3466