



# **Cornell Children's Tuition Scholarship (CCTS)**

**Virtual Workshop 2025**

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# Agenda

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# Cornell Children's Tuition Scholarship (CCTS)

**Cornell Children's Tuition Scholarship (CCTS)** provides the children of eligible employees a partial scholarship for study at Cornell or other accredited institutions.

- Board of Trustees approved and adopted - January 20, 1966

**Effective July 1, 2009:**

- Part-time employees become eligible.
- Employees with prior service to the university may be eligible for CCTS.

**Effective December 11, 2014:**

- Newly hired faculty and staff **may** receive credit if they worked at an institution of higher education immediately prior to starting at Cornell.
- Students who have a medical condition that precludes the completion of a standard degree program are permitted to do a certificate or diploma.

**CCTS is designed as a reimbursement program.**

# CCTS Eligibility

## Employee

- Eligibility based on Date of Hire
- Service Requirement of four years in benefit-eligible position

## Student/Children

- Natural-born child
- Adopted child
- Stepchild
- Domestic partner's child (Domestic Partnership Agreement)
- Foster child provided that the foster child has been living in the home of and supported by the employee for at least five (5) years prior to applying for CCTS.

# CCTS

## How to Apply

- Application located on the CCTS website:  
<https://hr.cornell.edu/understand-your-benefits/finances/financial-assistance/cornell-childrens-tuition-scholarship-ccts>
- The application process opens in April of that academic year
- Submit only **one (1) application online** for the academic year. Any changes that occur during the year for the student or employee will be made on the original application. CCTS can be notified of the change by emailing:  
[ccts@cornell.edu](mailto:ccts@cornell.edu)
- Students whose qualifying parent is deceased or retired and who do not have an active net ID will need to download and complete a paper application.

# How Is CCTS Payment Made?

## Cornell students:

- Each semester the payment is applied directly to Financial Aid;

## Students attending other institutions:

- Once the application is reviewed and approved, the employee will receive an email notifying of approval
- Email will include:
  1. Instructions for next steps
  2. Certification form (Reminder: A new form is needed each semester the student attends)
- **ALL payments are made directly to the school**
  - Processing for Fall awards begins after July 1
  - Processing for Spring awards begins after Thanksgiving

# CCTS Certification Form

## (schools outside of Cornell)

**CORNELL CHILDREN'S TUITION SCHOLARSHIP (CCTS) Certification**

**PART #1 - TO BE COMPLETED BY CORNELL PARENT OR STUDENT (Please print legibly) Filled out by parent**

Student's Full Name: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_  
 Term/Semester: ☐ Summer 20 ☐ Fall 20 ☐ Winter 20 ☐ Spring 20 (please fill in applicable year)  
 Student's School: \_\_\_\_\_  
 School's City, State: \_\_\_\_\_  
 Employee's Name: \_\_\_\_\_  
 Employee's Home Address: \_\_\_\_\_  
 Employee's E-mail Address: \_\_\_\_\_

This student has been approved for a CCTS for the term indicated. Payment will be made directly to your institution after this form is completed and returned to the parent's address listed above.

**PART #2 - TO BE COMPLETED BY CERTIFYING SCHOOL OFFICIAL Filled out by school representative**

1. The student is registered as a regular ☐ full-time student ☐ part-time student for an ☐ Associate ☐ Bachelor degree ☐ Certificate/Diploma  
 If part-time or summer or winter session, state the number of credit hours student is taking this term: \_\_\_\_\_ credits.

2. Check only one term for which this form applies: ☐ Summer 20 ☐ Fall 20 ☐ Winter 20 ☐ Spring 20  
☐ Other: Term designation: \_\_\_\_\_ inclusive dates: \_\_\_\_\_ to \_\_\_\_\_ ☐ Semester ☐ Trimester ☐ Quarter System

For this section, include tuition & fees for the current term/semester only (not academic year). Itemize required fees DO NOT include optional fees or room and board fees.

3. Tuition for this student for the term indicated is: \$ \_\_\_\_\_  
 Required fees: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Required Fees \$ \_\_\_\_\_  
 Total Tuition and Required Fees \$ \_\_\_\_\_

Other Awards/Scholarships: \_\_\_\_\_  
(Only list funding that applies exclusively to tuition)  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

4. Mail remittance to:  
 Institution (Payable to institution only) \_\_\_\_\_  
 Individual and/or office \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

5. I certify the above information is correct.  
 Name & Title of Certifying Officer \_\_\_\_\_  
 Certifying Officer's Signature \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Date Signed \_\_\_\_\_

Please RETURN THIS FORM TO THE PARENT'S RETURN ADDRESS so that it may be submitted for payment.

FOR CORNELL USE ONLY: Approval for Payment

\$ \_\_\_\_\_ Date \_\_\_\_\_  
 Award Amount  
 Account Number  
☐ 6984701 ☐ 7104701  
☐ 5931 - Undergraduate ☐ 5932 - Summer

**Filled out by Benefit office**  
 Authorized by: Michelle La Fave, Benefits Associate

**Form must be completed each semester/trimester the child attends in the academic year**

- Part 1 must be filled out by the parent
- Part 2 must be filled out by a school representative, signed and dated

**Reminder: CCTS does not cover Room and Board**

# CCTS Payment Calculation

## Cornell students:

- Employee hired prior to July 1, 1983
  - 100% minus the administrative fee (\$9,980)
- Employee hired after July 1, 1983
  - 50% of the tuition cost

## Students attending other institutions:

- 30% of tuition and applicable mandatory fees
  - Maximum 30% Cornell endowed tuition
- The CCTS calculation takes all other tuition-based funding into account

**CCTS can make payment to an international school and can also be used for Study Abroad. Only tuition and fees are covered.**



# CCTS Payment Calculation

## PART #2 - TO BE COMPLETED BY CERTIFYING SCHOOL OFFICIAL **Filled out by school representative**

1. The student is registered as a regular <input type="checkbox"/> full-time student <input type="checkbox"/> part-time student for an <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor degree <input type="checkbox"/> Certificate/Diploma If part-time or summer or winter session, state the number of credit hours student is taking this term: _____ credits.	
2. Check only one term for which this form applies: <input type="checkbox"/> Summer 20____ <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Other: Term designation: _____ inclusive dates _____ to _____ <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> Quarter System	
<b>For this section, include tuition &amp; fees for the current term/semester only (not academic year). Itemize required fees <u>DO NOT</u> include optional fees or room and board fees.</b>	
3. Tuition for this student for the term indicated is: \$ <u>5,000.00</u>	Other Awards/Scholarships: <u>SEMESTER</u> Award amount
Required fees: _____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____	<u>(Only list funding that applies exclusively to tuition)</u> ABC Scholarship \$ <u>3,250.00</u> TAP \$ <u>500.00</u>
Total Required Fees \$ <u>1,000.00</u>	
Total Tuition and Required Fees \$ <u>6,000.00</u>	
4. Mail remittance to:  Institution (Payable to institution only)  Individual and/or office  Street Address  City/State/Zip	5. I certify the above information is correct.  Name & Title of Certifying Officer  Certifying Officer's Signature  E-mail Address  Telephone Number Date Signed
<b>Please RETURN THIS FORM TO THE PARENT'S RETURN ADDRESS so that it may be submitted for payment.</b>	
FOR CORNELL USE ONLY - Approval for Payment	
\$ <u>1,800.00</u> Date _____ Award Amount Account Number <input type="checkbox"/> G984701 <input type="checkbox"/> 7104701 <input type="checkbox"/> 5931 - Undergraduate <input type="checkbox"/> 5932 - Summer	<b>FULL CCTS CAN BE PAID</b>  Authorized by: Michelle La Fave, Benefits Associate

Tuition - \$5,000.00

Fees - \$1,000.00

**Total tuition and fees - \$6,000.00**

Other funding \$3,750.00

(ABC Scholarship - \$3,250 and TAP - \$500.00)

CCTS calculation - \$1,800.00

(30% of \$6,000.00)

**Full CCTS amount can be paid as combination of other funding and CCTS do not exceed the total tuition and fees**

**Reminder: CCTS does not cover Room and Board**

# CCTS Payment Calculation

## PART #2 - TO BE COMPLETED BY CERTIFYING SCHOOL OFFICIAL **Filled out by school representative**

1. The student is registered as a regular ☐ full-time student ☐ part-time student for an ☐ Associate ☐ Bachelor degree ☐ Certificate/Diploma  
If part-time or summer or winter session, state the number of credit hours student is taking this term: \_\_\_\_\_ credits.

2. Check only one term for which this form applies: ☐ Summer 20\_\_\_\_ ☐ Fall 20\_\_\_\_ ☐ Winter 20\_\_\_\_ ☐ Spring 20\_\_\_\_  
☐ Other: Term designation: \_\_\_\_\_ inclusive dates \_\_\_\_\_ to \_\_\_\_\_ ☐ Semester ☐ Trimester ☐ Quarter System

**For this section, include tuition & fees for the current term/semester only (not academic year). Itemize required fees DO NOT include optional fees or room and board fees.**

3. Tuition for this student for the term indicated is: \$ 5,000.00

Required fees:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Required Fees \$ 1,000.00

Total Tuition and Required Fees \$ 6,000.00

Other Awards/Scholarships: SEMESTER Award amount  
(Only list funding that applies exclusively to tuition)

ABC Scholarship \$ 4,500.00  
TAP \$ 500.00

4. Mail remittance to:

Institution (Payable to institution only)

Individual and/or office

Street Address

City/State/Zip

5. I certify the above information is correct.

Name & Title of Certifying Officer

Certifying Officer's Signature

E-mail Address

Telephone Number Date Signed

**Please RETURN THIS FORM TO THE PARENT'S RETURN ADDRESS so that it may be submitted for payment.**

FOR CORNELL USE ONLY: Approval for Payment

\$ 1,000.00 Date \_\_\_\_\_

Award Amount  
Account Number **Full CCTS -\$1,800.00**

☐ G984701 ☐ 7104701  
☐ 5931 - Undergraduate ☐ 5932 - Summer

**FEES ONLY - Tuition paid in full with other funding**

Authorized by: Michelle La Fave, Benefits Associate

Tuition - \$5,000.00

Fees - \$1,000.00

**Total tuition and fees - \$6,000.00**

Other funding \$5,000.00

(ABC Scholarship - \$4,500 and TAP - \$500.00)

CCTS calculation - \$1,800.00  
(30% of \$6,000.00)

**Full CCTS amount cannot be paid as combination of other funding and CCTS exceed the total tuition and fees. Only \$1,000.00 (fees) can be paid.**

**Reminder: CCTS does not cover Room and Board**

# CCTS Tax Implications

**Undergraduate CCTS is generally not taxable.**

- If the employee does not provide more than 50% of the student's living expenses, the benefit would be taxable. In the case of a student whose parents are divorced or separated, if one or both parents can pass the support test, the benefit would not be taxable. A child does not have to be claimed for tax purposes to be a dependent under the IRS support rule.
- Exceptions: All taxes will apply to the benefits paid for the children of an employee's domestic partner.

**Graduate CCTS is taxable** (eligibility based on date of hire)

# Employment Status Changes

For detailed information on how benefit eligibility may be affected by employment status changes, please visit the CCTS website:

<https://hr.cornell.edu/understand-your-benefits/finances/financial-assistance/cornell-childrens-tuition-scholarship-ccts>

# Top 10 Q & A

- **How soon am I eligible?**

*If the hire date is prior to June 30, 1985 – eligible now; If the hire date is after July 1, 1985 – eligible after 4 years in an FT benefit-eligible position or 8 years in PT benefit-eligible position.*

- **Is there an age limit or marital status exception?**

*No, age limit and marital status do not matter; taxation may apply.*

- **I have 2 (or more) children. Would both be eligible?**

*Yes, all children would have the same benefit.*

- **My spouse/domestic partner and I are both Cornell employees. Does this mean that our child would receive the benefit through both of us?**

*While both have eligibility, only one parent can file for a child each year (the employee with a better benefit level will be used).*

- **How can I determine which educational institutions are eligible for CCTS payments?**

*Please visit website: <https://ope.ed.gov/dapip/#/home> or contact CCTS*

# Top 10 Q & A (Cont'd)

- **What is the benefit for part-time study?**

*CCTS can make payment if the student is enrolled in at least 6 credits for the Fall and Spring semesters and part-time enrollment for Summer and Winter semesters.*

- **Are there deadlines for the CCTS application?**

*No, there are no deadlines for submission; the school of attendance must be able to receive and process funds*

- **Can CCTS payments be made retroactively for terms completed in a prior year?**

*Yes. Reminder that the payment is made directly to the institution and may be taxable if the student is no longer a dependent.*

- **Will CCTS be reduced by other scholarships the student receives?**

*Yes, if the scholarships are tuition-only awards.*

- **Will the CCTS award reduce the employee's parental contribution amount?**

*Possibly. Please check with the Financial Aid office of the institution of attendance*

[@cornell.edu](https://hr.cornell.edu/understand-your-benefits/finances/financial-assistance/cornell-childrens-tuition-scholarship-ccts)

# Important Reminders

- CCTS is a reimbursement program.
- Eligibility and benefit amount based on date of hire.
- **One (1)** online application per academic year (2024-2025: Summer 2024, Fall 2024, Winter 2025, Spring 2025).
- Certification form submitted each semester for payment to outside institutions (form attached to approval email).
- Maximum payment is 30% of Cornell's endowed tuition for the year.
- No benefits are paid for graduate studies at institutions other than Cornell (eligibility for graduate level based on date of hire).

# Questions?

## Resources

- Visit the website at:

<https://hr.cornell.edu/understand-your-benefits/finances/financial-assistance/cornell-childrens-tuition-scholarship-ccts>

- Email: [ccts@cornell.edu](mailto:ccts@cornell.edu)

This is the preferred method of communication. We will try to respond to any inquiries within 2-3 days of receiving

- **Michelle La Fave**, Benefits Associate, Health and Welfare Benefit Programs,  
[met27@cornell.edu](mailto:met27@cornell.edu), 607-255-1604