

The background of the slide features a stone wall with large, dark letters spelling out 'CORNELL' in the distance. In the foreground, there are several tulips in shades of red and pink. A large, stylized graphic element, resembling a red and black arrow or a stylized 'C', is overlaid on the right side of the image.

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

**Virtual Workshop 2026**

**Michelle La Fave (met27)  
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# Agenda

- **The Benefit**
- **Eligibility**
- **How to Apply**
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# The CCTS Benefit

**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**

**CCTS is designed as a reimbursement program, and all funds are sent directly to the institution the student is attending.**

# CCTS Eligibility

## Employee

- Eligibility based on Date of Hire and Benefit payment based on most recent date if there is a break in service
- Service Requirement of equivalent of four years in regular full-time, benefit-eligible position
- Part-time employees eligible when have equivalent of four full-time years
- Employees with prior service to the university may be eligible for CCTS
- Newly hired faculty and staff *may* receive credit if they worked at an institution of higher education immediately prior to starting at Cornell, with a substantially similar benefit
- Students who have a medical condition that precludes the completion of a standard degree program are permitted to do a certificate or diploma.

# CCTS Eligibility

## **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 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 The CCTS Payment Made?

**Benefit payable is dependent on the most recent hire date**

## **Cornell students:**

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

## **Students attending other institutions:**

- Once the application is reviewed and approved, employee receives email notification of approval
- Email will include:
  1. Instructions for next steps
  2. Certification form (A new form needed each semester student attends)

**ALL payments are made directly to the school**

Fall awards begins after July 1; 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:	Other Awards/Scholarships: (Only list funding that applies exclusively to tuition)	SEMESTER Award amount
\$ _____	\$ _____	_____	\$ _____
\$ _____	\$ _____	_____	\$ _____
\$ _____	\$ _____	_____	\$ _____
\$ _____	\$ _____	_____	\$ _____
\$ _____	\$ _____	_____	\$ _____
\$ _____	\$ _____	_____	\$ _____
\$ _____	\$ _____	_____	\$ _____
<b>Total Required Fees</b> \$ _____			
<b>Total Tuition and Required Fees</b> \$ _____			

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/term 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, without a break in employment
  - 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  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	Other Awards/Scholarships:	SEMESTER Award amount
Required fees:	\$ _____	<i>(Only list funding that applies exclusively to tuition)</i>	
	\$ _____	ABC Scholarship	\$ 3,250.00
	\$ _____	TAP	\$ 500.00
	\$ _____		
	\$ _____		
Total Required Fees	\$1,000.00		
Total Tuition and Required Fees	\$ 6,000.00		

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

\$ 1,800.00 \_\_\_\_\_ Date \_\_\_\_\_

Award Amount \_\_\_\_\_

Account Number \_\_\_\_\_

G984701  7104701

5931 - Undergraduate  5932 - Summer

**FULL CCTS CAN BE PAID**

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:	\$ <u>5,000.00</u>	Other Awards/Scholarships: _____ SEMESTER Award amount
Required fees:	\$ _____	<i>(Only list funding that applies exclusively to tuition)</i>
_____	\$ _____	ABC Scholarship \$ <u>4,500.00</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

**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**

6984701  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. If the student's 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.

**Note:** Cornell cannot act as a personal tax consultant. The contents of this page are for informational purposes only.

**Graduate CCTS is taxable** (eligibility based on most recent 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 directly to the institution the student is attending.
- Eligibility determined by initial date of hire and benefit amount based on most recent date of hire.
- **One (1)** online application per academic year (2026-2027: Summer 2026, Fall 2026, Winter 2027, Spring 2027).
- 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/payment for graduate level based on most recent 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

**THANK  
YOU**

**While every attempt has been made to ensure the accuracy of this Summary, in the event of any discrepancy the Plan Document and as applicable, IRS regulations will prevail.**