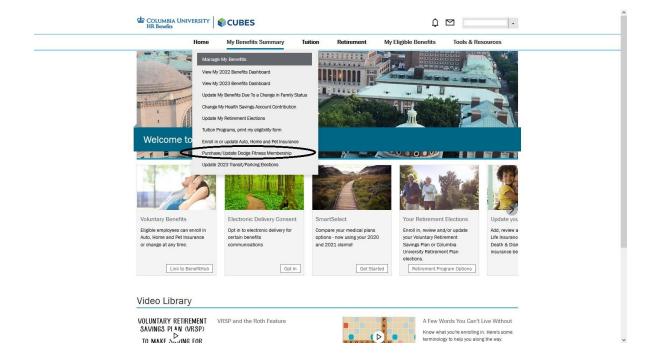
What is Dodge Fitness Center Payroll Deduction?

- This benefit is a payroll deduction total of \$28.36 per month.
- The benefit allows access to the Dodge Fitness Center recreation facilities, including the
 Tri-Level Fitness Area with cardio equipment, selectorized equipment, & Olympic weight lifting
 spaces, Squash Courts, dry saunas, locker rooms, pool, gyms, and studios during open
 recreation hours. You also get access to sporting & fitness equipment, well-being classes, and
 more, such as drop-in sports.
- Only eligible employees may sign up, and may <u>not</u> be used for household accounts.
- The membership is effective on the 1st of the month following the date you elect.

How to sign up for payroll deduction:

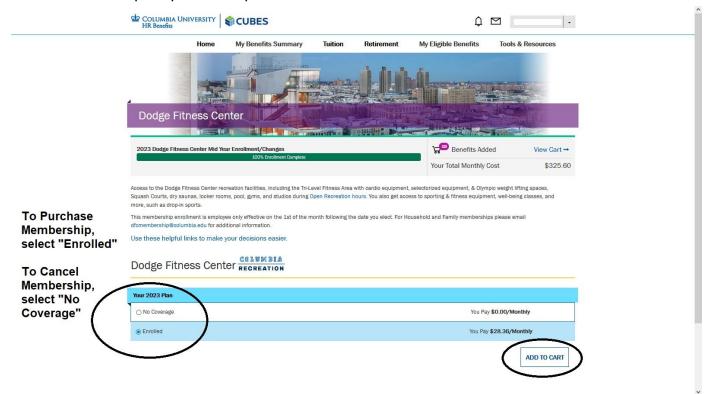
- Visit CUBES Benefits page at my.columbia.edu
- Access My Benefits Summary
- Click on "Purchase/Update Dodge Fitness Membership"



Under the "Lifestyle" section, click "Add"



Follow the prompts to complete the election



How to cancel payroll deduction:

- Visit CUBES Benefits page
- Access My Benefits Summary
- Click on "View my 2023 Benefits Dashboard"
- Find "Dodge Fitness Center" under the "Lifestyle" section, click "Manage"
- Follow the prompts to discontinue the election

Refund policies for payroll deduction:

- We do not offer refunds for lack of use of the membership
- Employees must cancel payroll deductions prior to going on temporary leave or ending appointment with Columbia University
- Memberships longer than one-month can be considered for a prorated refund for one of the following reasons, will require documentation, and are subject to a cancellation fee of \$20:
 - Termination of employment
 - Transfer off-campus
 - Formal leave of absence and sabbaticals
 - Changes in medical condition resulting in physical limitations
- Open Enrollment is perpetual and will continue until canceled. Payroll Deduction must be canceled through CUBES at my.columbia.edu.