State of Colorado Tuition Reimbursement Program

I. Introduction

The objective of this program is to provide Classified employees with opportunities for workplace growth and development.

Employee Services (ES) is responsible for the administration of the State Tuition Reimbursement Program for University of Colorado Classified employees.

The State Tuition Reimbursement Program is provided to eligible Classified employees who do not meet the eligibility and university criteria as provided in APS 5024 Tuition Assistance Benefit.

As outlined in Section II. Eligibility, State Tuition Reimbursement is contingent upon completion of educational course(s) and is subject to the State’s financial availability. The State budgets a finite amount for this program; therefore, funds may not be available to meet every request. The State will make efforts to allocate the available funds equitably.

# II. Eligibility

Courses include coursework relevant to employee’s current job description, or coursework that facilitates the development of employee’s skills for managerial or future positions.

Tuition reimbursement may be used for any of the following categories and are subject to the State’s available funds.

1. English language proficiency
2. Trade school courses or certificates
3. General Education Development (GED) or high school courses
4. Associate, Bachelor, or advanced college degrees
5. Language classes, or other similar classes/courses as listed in 1-5

Employee Eligibility and Criteria

1. Classified Staff employees are required to have at least one (1) year of State Classified service.
2. Undergraduate and graduate coursework must be completed at an accredited college or university, with preference for state institutions of higher education.
3. An accredited college or university for Colorado may be defined as, “a public institution of higher education that is recognized by the Colorado Department of Higher Education (per C.R.S. 23-18-102 (10)(a)).” A list of eligible colleges and universities are available via the [Department of Higher Education’s website](https://highered.colorado.gov/Data/InstSelect.aspx?type=Public&type=Public).
4. Training courses, such as continuing legal education, are not covered by this policy.
5. Online courses are covered.
6. Students are required to receive a grade of “C” or higher, or “P” for classes graded as pass/fail.
7. Employees who receive tuition reimbursement(s) are required to maintain their employment for a minimum of one (1) year from the date of reimbursement or the employee will be required to refund the full tuition reimbursement to the State.
8. Employee must apply for pre-approval via the [Employee Tuition Reimbursement Pre-Approval Application form](https://www.cu.edu/doc/state-colorado-tuition-reimbursement-pre-approval-form-1docx).

# III. Reimbursement

Reimbursement(s) are limited to:

1. Employee Services email confirming pre-approval of eligibility for the program
2. Expenses incurred for tuition, required course materials, and mandatory fees less educational funding given through scholarships, military coverage, or non-repayable grants or stipends.
3. 50% of eligible expenses, up to $2,000 per employee, per fiscal year, regardless of the number of departments or divisions the employee works for during the fiscal year.
4. $5,250 is the federal maximum that can be exempted from withholding tax, and Employee Services will monitor whether the reimbursement(s) are taxable and tax as necessary.
5. Employee must provide copies of transcript(s) or grade report(s) to verify a grade of “C” or higher, or “P” for classes graded as pass/fail.

Employee Reimbursement Request

1. Employee must complete the [Employee Tuition Reimbursement Application form](https://www.cu.edu/doc/state-colorado-tuition-reimbursement-request-formdocx).