



EMPLOYEE SERVICES

Tuition Waiver Benefit APS Fact Sheet

Elements of the Tuition Waiver Benefit (exceptions apply)

- Eligible CU employees receive 9 credit hours per academic year to be used against tuition on a space-available basis.
- Employee may use and/or distribute the 9 credit hours to eligible dependent(s) (this includes spouses).
- The maximum an employee or dependent(s) may use in an academic year is 9 credit hours. If a married or partnered couple work for CU, each has 9 credit hours to use, but the two employees cannot add the credits to total more than 9 for use by themselves or by their dependent(s) as individuals.
- An employee or dependent may use all 9 credits in one semester or split between semesters during the same academic year.
- Enrollment/wait-listing must happen no sooner than the first day of the term/session/semester for the tuition to be waived.
- Employee must be eligible at time of verification through the form deadline for the semester to which the benefit is being applied. If employment is terminated for any reason after the form deadline, the benefit will be applied for that semester only.
- The benefit may not be used for audits, study abroad, continuing education, extended Studies, Executive MBA, Distance MBA nor the 11-month MBA program.
- A registering undergraduate student that is a Colorado resident should apply for and authorize College Opportunity Fund (COF) or they will be responsible for paying the COF benefit amount.

Elements of the Tuition Waiver Benefit for Employees

- The employee must be in a non-temporary (regular), [eligible faculty or staff position](#) (ROTC employees are the exception) with an appointment of 50% or greater.
- Credits may be taken at any CU campus for undergraduate or graduate credit-granting courses.
- The excess of \$5,250 in graduate tuition waived is subject to income taxation for the employee.
- Supervisor approval is not required to use this benefit. Supervisor approval for class attendance during normal work hours is required as for any absence, but does not need to be documented with Employee Services.

Elements of the Tuition Waiver Benefit for Dependents (exceptions apply)

- Credits are to be used on the campus where the employee works.
- Dependent eligibility will be determined by Employee Services, in the way as for all other benefits (health, dental, etc.).
- Credits may be used for undergraduate or graduate credit-granting courses.
- Graduate tuition waived is subject to income taxation for the employee.
- Monetary value of tuition benefit will be subject to income taxation for the following relationships:
  - o Non-qualified Same-gender domestic partner (SGDP) or Civil Union Partner
  - o A non-qualified dependent child of an SGDP or Civil Union Partner
  - o A dependent child who is not eligible to be claimed as a dependent on the employee's Federal Form 1040 Individual Income Tax Return

Exceptions

- CU-Boulder
  - o A full-time student cannot utilize the benefit during the fall or spring semesters (**employees only**).
  - o A non-resident undergraduate student can use the benefit, but can only be enrolled in as many credits as they are using for the benefit. Additional credit hours cannot be taken in the same semester (**employees only**).
  - o Benefit is a 20% discount off tuition, excluding the amount paid by COF (**dependents only**).
  - o If both parents are eligible for the benefit and employed at CU-Boulder or System Administration, only one child can have a 40% discount for the academic year. (**dependents only**).
  - o Benefit cannot be shared; it is either used for the employee **or** the dependent(s) for the full academic year.
  - o Dependent can enroll during the normal enrollment period and be full-time.
- CU-Colorado Springs
  - o Dependent can enroll during the normal enrollment period.
  - o This benefit is only available to CU employees – not employees of our affiliates.
  - o Only Completion programs offered through UCCS qualify for the benefit.
  - o If both parents work for UCCS, their dependent(s) can have more than 9 credits but up to a total of 18 credits waived.
- CU-Denver/Anschutz
  - o Dependents of CU-Denver and CU-Anschutz employees can utilize credits at the Denver and/or Anschutz campus.
  - o Only Nursing and Public Health courses (**except PUBH 6606 and PUBH 6955**) are eligible for the benefit.
  - o This benefit is only available to CU employees – not employees of our affiliates.
  - o Student cannot take courses at Metropolitan State University or the Community College of Denver.
  - o Applying for FAFSA removes the \$200 Registration Advance Payment from being a requirement prior to enrolling.
  - o If attending CU-Anschutz, student is responsible for submitting the Student Insurance Waiver if they have other insurance.
- CU-System Administration
  - o System dependents may use the tuition waiver benefit at any CU campus with campus-specific restrictions applicable.