



HOW TO SAVE WITH TUITION ASSISTANCE

Follow these steps to take full advantage of this benefit

1

CHECK YOUR ELIGIBILITY

You must meet the following criteria:

- Be in an eligible job code
- Be in a regular position
- Employed in at least a 50% appointment (20 hours/week or more)

Visit www.cu.edu/tab to ensure you're eligible.



2

APPLY TO YOUR CU CAMPUS OF REGISTRATION AS A STUDENT BEFORE THE SEMESTER BEGINS

3

SUBMIT THE TUITION ASSISTANCE BENEFIT APPLICATION

Employees must submit the application on their dependent's behalf. List all of the courses you or your dependent are interested in taking. Requested courses must be listed on the TAB application to ensure benefit coverage.



4

WATCH YOUR EMAIL FOR A CONFIRMATION

Within 24 hours after you submit your tuition assistance application, you will receive an email confirming we received it. Once Employee Services determines your eligibility, you'll receive another email confirmation.

5

APPLY FOR COLLEGE OPPORTUNITY FUND (COF)

If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, please apply to receive this aid.



6

REGISTER FOR COURSES

Employees can register on the first day of the course. Dependents can register on the normal registration date. The campus TAB Bursar's Office will approve them, if they are eligible for use under the benefit.

If any courses are ineligible, you will have five business days from receiving the course eligibility email confirmation to drop them. If you do not drop them, you will be charged the full tuition amount for the ineligible course or courses.

7

PAY STUDENT FEES AND NON-WAIVED TUITION



8

ENJOY YOUR TIME AS A STUDENT!

If you plan to use Tuition Assistance Benefit next semester, you must submit a new application. Start your journey for next semester at Step 3.