University of Colorado
Boulder | Colorado Springs | Denver | Anschutz
EMPLOYEE SERVICES

Tuition Assistance Benefit (TAB)
Employee Guide

As a leader in education, the University of Colorado values strong, curious minds and continued growth, not just for our students, but also for our dedicated, diverse workforce. The purpose of this guide is to assist CU faculty and staff who are eligible for the Tuition Assistance Benefit (TAB) navigate the application process. This guide reflects CU's Tuition Assistance Benefit Administrative Policy Statement (APS) Number 5024.

Note: TAB policy updates effective July 1, 2024, are reflected in this guide.

Resources

QR Code: Resource Links

SCAN ME

- **English:** Scan the QR code to access the links to the resources within this guide.
- **Spanish:** Escanee el código QR para acceder a los enlaces a los recursos dentro de esta guía.
- **Lao:** ກອງຂໍ້ມູນ QR ເພື່ອເຂົ້າເຖິງລິ້ງກັບລິ້ງກັບຊຸ້ນຂໍ້ມູນຢູ່ເທື່ອນນີ້.
- **Nepali:** कृपया यस गाइडको भित्रका स्रोतहरूका लिङ्कहरूमा पहुँच गर्नको लागि QR कोड स्क्यान गर्नुहोस्।
- **Tibetan:** འདི་གི་སྣོད་སྐྱེན་སྦྱོར་སྤྱོད་འཛབ་བཅས་ཀྱི་ཡིག་འཕྲིན་རྒྱུན་མེའི་ཤོག་འཇུག་གཏེར་ཚེན་ལོ་གསར་བཟོད་ཅན་འདི་དཀར་ཆག་བསྒྲིང་པ་ཡིན་ནོ།
- **Mandarin:** 扫描二维码以访问本指南中的资源链接。

Translated Resources

QR Code: Google Translate App

SCAN ME

- **English:** Scan the QR code to download Google Translate and translate this guide.
- **Spanish:** Escanea el código QR para descargar Google Translate y traducir esta guía.
- **Lao:** ສະແດງສະຄ້າ QR ເພື່ອດາວໂຫຼດ Google Translate ແລະແປພາສາອັງກິດນີ້.
- **Nepali:** कृपया QR कोड स्क्यान गर्नुहोस् र Google Translate डाउनलोड गर्नुहोस् र यो गाइड अनुवाद गर्नुहोस्।
- **Tibetan:** བརྒྱ་པ་ཆེན་པོ་གཏང་དབང་པོ་གསར་བཟོད་ལོམས་ཅན་འདི་དཀར་ཆག་བསྒྲིང་པ་ཡིན་ནོ།
  གི་ཡིག་འཕྲིན་རྒྱུན་དང་འདི་ཕྱེད་རང་གི་གཏེར་མཐུན་པའི་སྒོག་ཚོགས་སྦྱོང་པ་བསྟུན་སྦྱོར་ཅིང་བའི་སྐོར་བཤད་བཞིན་དུ་སྦྱོར་བ་ཡིན།
- **Mandarin:** 扫描二维码下载谷歌翻译，然后翻译这个指南。

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Introduction to TAB

The University of Colorado offers a Tuition Assistance Benefit (TAB) that gives eligible employees and their dependents the opportunity to reduce the cost of tuition at any one of the four CU campuses. TAB is exclusively allocated as a Tuition Assistance Benefit directly applied to student tuition accounts; cash substitutions are not permitted. Prior to registration deadlines, employees and/or dependents intending to utilize this benefit must meet all eligibility and campus admissions prerequisites.

TAB Eligibility

Employee Eligibility

To qualify for the Tuition Assistance Benefit (TAB), employees must meet the following criteria:

- **Employment Status:** Hold a regular, non-temporary position. You can confirm your job code eligibility by referring to the Benefit Eligibility Matrix.
- **Work Hours:** Work a minimum of 20 hours per week, equivalent to a 50% or greater appointment, or a combination of eligible appointments.

Eligibility Effective Date

Your eligibility for TAB is determined by your active appointment status and effective date for benefits at the time of the published campus TAB deadline which you can find on the TAB website. For new employees, the effective date is based on your hire date. If your hire date falls on the first day of the month, your benefits become effective on that date. If your hire date is any day after the first day of the month, your benefits become effective on the first day of the following month. FMLA leave or sabbatical does not preclude eligibility for the benefit.

Maintain Eligibility Through Published Campus Deadline

You must remain eligible for the Tuition Assistance Benefit and maintain an active appointment through the date on which the TAB application closes for your campus of enrollment. Failure to maintain eligibility and an active appointment through this date will result in a reversal of the tuition waiver.

Dependent Eligibility

As a benefits eligible employee, you have the option to defer your TAB to eligible dependents. Eligible dependents include:

- Spouse, common-law spouse, civil union partner, domestic partner
- Dependent children to age 27

Dependents that are not federal tax dependents (domestic partner, civil union partner, or children of domestic or civil union partner) are eligible for TAB. However, they will be subject to taxation as per IRS rules. View the section on taxation for more information.

Designating a TAB User(s)

Each academic year, you will have the option to make the following choices regarding your Tuition Assistance Benefit (TAB):

- Utilize TAB for yourself (the employee).
- Utilize TAB to an eligible dependent.
- Split TAB between multiple dependents.
- Split TAB between yourself (the employee) and a dependent in the same academic semester and/or same academic year.

Employee TAB

Employees can waive up to twelve **(12) eligible credits** per academic year on any CU campus for eligible undergraduate and graduate courses.

Employee user criteria:

- Credits do not roll over from one academic year to the next.
- TAB can be used for eligible undergraduate and graduate courses.
- TAB can be used at a different CU campus each semester.
- TAB cannot be split between two different CU campuses in the same semester.
- Employees will follow regular registration windows on their campus.
- The twelve credits can be used in one semester or split among semesters during the same academic year.
- The amount of TAB you receive is considered financial assistance and may impact financial aid eligibility.
- Employees and dependents can use TAB in the same academic year or same semester.
- Boulder employees get 12 credits waived for themselves AND dependents who attend Boulder get 40% discount (Option A – Home Campus). The employee and dependent can utilize the benefit in the same semester.
- Boulder employees can split their 12 credits between themselves and their dependents who attend Denver, Anschutz, or Colorado Springs campuses (Option B – Other Campus).
- Denver, Anschutz, UCCS employees can split their 12 credits between themselves and their dependents for both Option A and Option B.

Starting Fall 2024 there is no longer a registration rule for employees. Employees can register during the designated registration dates for all students. See Appendix B-E for current registration dates.

Dependent TAB

Campus Criteria for Eligible Dependents

As part of the Intercampus Dependent TAB program, a dependent's TAB amount is determined by which campus they attend in relation to where the employee works.

- **Option A – Home Campus:** dependent(s) taking classes on the employee's campus of employment (System Administration employees select a home campus).
- **Option B – Other Campus:** dependents attending classes on a CU campus other than the employee's campus of employment.

Dependent Criteria

- The benefit may be split between dependents within the same academic year.
- Multiple dependents must use the **same option**, either Option A – Home Campus or Option B – Other Campus.
- Dependents cannot switch from Option A – Home Campus to Option B – Other Campus in the same academic year.
- Dependents will follow regular registration windows on their campus.
- Employees married to each other are not considered dependents of one another under the TAB benefit policy.
- The amount of TAB you receive is considered financial assistance and may impact financial aid eligibility.
- Employees and dependents can use TAB in the same academic year or same semester, but TAB cannot be split between two different CU campuses in the same semester.
    - Boulder employees get 12 credits waived for themselves and dependents who attend Boulder get a 40% discount (Option A – Home Campus). Employees and dependents can utilize the benefit in the same semester.
    - Boulder employees can split their 12 credits between themselves and their dependents who attend Denver, Anschutz or Colorado Springs campuses for Option B – Other Campus.
    - Denver, Anschutz and UCCS employees can split their 12 credits between themselves and their dependents for both Option A and Option B.

Option A – Home Campus

Boulder

- Dependents of CU Boulder employees (and CU System's employees who choose CU Boulder as their home campus) receive a **40% tuition discount** each semester throughout the academic year. You must complete a TAB application for every semester.
- TAB can be used for eligible undergraduate and graduate courses.
- Boulder employees get 12 credits waived for themselves and dependents who attend Boulder get a 40% discount (Option A – Home Campus).

CU Denver, CU Anschutz and UCCS

- Dependents of CU Denver, CU Anschutz and UCCS employees (and CU System's employees who choose one of these campus' as their home campus) can **waive up to 12 eligible credits** per academic year.
- Dependents using Option A – Home Campus can use TAB for undergraduate or graduate courses.

- CU Anschutz and CU Denver are **only** considered the same campus for Dependent TAB Option A - Home Campus classification. TAB cannot be used at multiple campuses in the same semester.

Dual Employment: If both parents/partners are employed at CU in eligible appointments, the dependent(s) may waive up to 24 credit hours per academic year for CU Denver, Anschutz and UCCS, or receive an 80% tuition discount per dependent if the Home Campus of each parent/partner is Boulder *and* the dependent is enrolled at CU Boulder.

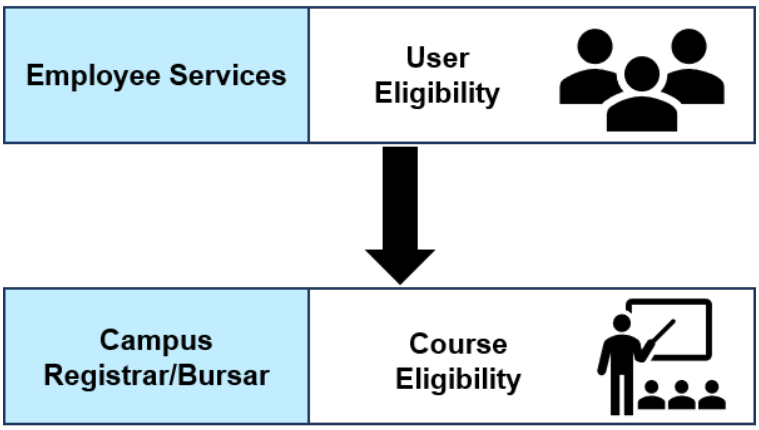
Option B – Other Campus

All Campuses: Dependents attending a campus that is not the employee's home campus will receive **$270 per credit hour for up to 12 credits** ($3,240) per academic year applied to the dependent's tuition. TAB can only be used for eligible undergraduate courses. Dependents cannot use TAB for graduate courses in Option B – Other Campus. Dependents using Option B – Other Campus can only use TAB for undergraduate courses.

Dual Employment: If both parents/partners are employed at CU in eligible appointments, the dependent(s) may receive $270 per credit up to 24 credit hours per academic year.

The TAB Application

The TAB application process starts with Employee Services (ES). ES is responsible for verifying employee and dependent eligibility for TAB. After ES verifies user eligibility, the TAB application is sent to the attending campus bursar's office for course approval and processing of the tuition waiver on the student's bill.



Approving user eligibility

Each semester the employee wants to use TAB, they will complete a TAB application form in their employee portal.

- Use the TAB application for employee and dependent submissions for all campuses.
- Employees must submit the TAB application on their dependent's behalf.
- Employees using TAB for themselves and their dependent(s) must submit a TAB application for each person using the TAB.
- The TAB application initiates the tuition assistance process for each semester the employee uses it.
- The TAB process is separate from applying to the university/program and from registering for classes (view Appendix B-E for campus specific information).

If using TAB for a dependent, Dependent Eligibility Verification is required. If the employee has already verified their dependent(s), for example the employee verified them for their medical plan, then they do not need to be verified again.

Completing the TAB Application:

1. **Access** the TAB application in the employee portal:
    a. Log into the employee portal.
    b. Open the **CU Resources** dropdown menu at the top center of the page and **select Forms**.
    c. Click the Benefits tile, then click the **Tuition Assistance Application** tile.
2. **Complete and submit** the TAB application within the campus specific deadline periods. Applications submitted outside the deadline period will be denied. The deadline periods are located on the CU TAB website.
3. **Watch** for an email from tuitionbenefit@cu.edu indicating they have received your TAB application. Check your spam box if you do not receive it within 24 hours.
4. **Watch** for a second email from tuitionbenefit@cu.edu verifying your (or your dependent(s)) eligibility. Once verified, the TAB application is sent to the campus of attendance for course verification and tuition processing. You will be notified by your campus registrar and/or bursar office (depending on the campus) from that point forward.

Approving course eligibility and applying the tuition waiver

Once the TAB office has determined an employee and/or dependent's eligibility, the campus TAB Bursar's Office processes the TAB application for course eligibility and waives the tuition for eligible courses.

- If any courses are ineligible, the employee will have five business days from the receipt of the email notification to drop them or the employee will be responsible for the full tuition bill.
- Contact the campus bursar's/registrar's office for questions regarding course eligibility and tuition bills. See Appendix A for a campus specific resources and contacts.
- Due to the volume of TAB applications, processing times and the time of the application period vary by campus office.

Student Fees

- TAB assists with tuition costs only.
- The employee is responsible for student fees, books and educational expenses, and any remaining tuition after TAB is applied.
    - CU Denver/Anschutz student fees
    - CU Boulder student fees
    - CU Colorado Springs (UCCS) student fees

Course Exclusions

- TAB applies to campus specific eligible courses. Each campus determines TAB eligible courses.
- Common exclusions include audits, study abroad, Continuing Education, Extended Studies, Professional Studies, the mini-MBA, the One-Year MBA program, CU Boulder's Part-Time Evening MBA, Hybrid MBA, Executive MBA Programs, CU Succeed, and CU Boulder degree programs on Coursera.
- For CU Anschutz, only Public Health, Nursing and Graduate School courses are eligible. The School of Medicine, Physician Assistant Program, Dental School, Anesthesiologist Assistant Program, and Genetic Counseling Coursework are not eligible for the Tuition Assistance Benefit.

- At CU Boulder, the follow Continuing Education courses are eligible for TAB: Master of Arts in Corporate Communication (Course prefix: CCOM); Master of Science in Outdoor Recreation Economy (Course prefix: OREC); Computer Science Post-Baccalaureate (Course Prefix: CSPB - **CSPB Course Sections beginning with "75xx" are not eligible for TAB**); and Master of Arts in Teacher Leadership (Course prefix: EDUA).

College Opportunity Fund for Undergraduates

Employees and dependents who are considered Colorado residents (undergraduate) are required to apply for and authorize the College Opportunity Fund stipend. This stipend is an amount of money per credit hour that is paid by the state of Colorado on behalf of an eligible undergraduate student who is attending a participating college in the state of Colorado. This is an added benefit because you get more money off your tuition cost! The College Opportunity Fund website contains more information.

Please keep in mind that if you do not apply and authorize the COF stipend, **you will be responsible for paying the COF portion of the tuition bill** in addition to student fees which apply to all employees regardless of residency. You can review the student fees in the Student Fees section.

College Opportunity Fund Comparison:

Example with the COF stipend:



Example without the COF stipend:



- Once the College Opportunity Fund (COF) stipend is applied to your tuition bill, **your TAB will be applied to the remainder of your tuition cost** depending on the campus where you or your dependent enroll.
- You only need to apply for and authorize the College Opportunity fund **once**. The stipend is available for 145 undergraduate hours.
- If you do not get the COF authorized, **you will be responsible for paying the amount of the COF** before TAB is applied to your remaining cost.
- For more information on the College Opportunity Fund please see the College Opportunity Fund website (https://cof.college-assist.org/).
- Instructions for how to apply and authorize the COF are available on the COF website (https://www.colorado.edu/registrar/students/state-residency/admitted/cof).
- If you have questions regarding the COF, please contact your campus Bursar's office. Campus contact information is available in Appendix A.

Taxation

The TAB may be subject to taxation and may affect financial aid. Watch the Tuition Assistance Benefit Taxation Video for more information.

How much will I be taxed? TAB that falls under taxable categories will be subject to Federal (22%) and State (4.40%) and 7.65% of FICA (Social Security and Medicare) taxes for an estimated total of 34.05%. 34.05% of the taxable amount withheld will be split into two paychecks to reduce the financial burden of the TAB tax implication approximately one to two months after your campus of registration's census deadline.

TAB user and course type	Subject to taxation?	Why?
Employee undergraduate courses	**NO**	Any amount provided is excludable from employee wages. It is not reportable by the employer and is not taxable to the employee. *Pursuant to Internal Revenue Code section 117(d), "Qualified Tuition Reduction".*
Employee graduate courses	Not taxed when benefit amount is **less than** $5,250 per calendar year; taxed when benefit amount **exceeds** $5,250 per calendar year	The benefit in excess of $5,250 is taxable to the employee. It is reportable on Form W-2 as wages, subject to applicable income tax withholding and payroll taxes. It is not considered salary from which retirement contributions to the mandatory retirement plans can be made (i.e., PERA's defined benefit plan or CU's 401(a) Retirement Plan), although it is "includable compensation" from which elective deferrals can be made for the following elective plans: the CU 403(b) Voluntary Retirement Plan, PERA 401(k) Plan and PERA 457 Plan.
Dependent undergraduate courses	**NO** *except dependents of domestic or civil union partnerships	Any amount provided is excludable from employee wages. It is not reportable by the employer and is not taxable to the employee. *Pursuant to Internal Revenue Code section 117(d), "Qualified Tuition Reduction"*
Dependent graduate courses	**YES**	The benefit is taxable to the employee for the full amount of waived tuition. It is reportable on Form W-2 as wages, subject to applicable income tax withholding and payroll taxes. It is not considered salary from which retirement contributions to the mandatory retirement plans can be made (i.e., PERA's defined benefit plan or CU's 401(a) Retirement Plan), although it is "includable compensation" from which elective deferrals can be made for the following elective plans: he CU 403(b) Voluntary Retirement Plan, PERA 401(k) Plan and PERA 457 Plan.

***Dependents of domestic or civil union partnerships**

If a child or spouse of a domestic or civil union partnership is not eligible to be claimed as a dependent on the employee's federal individual income tax return, the TAB is *taxable to the employee.* This will be reported on the employee's Form W-2 as wages, subject to applicable income tax withholding and payroll taxes. It is not considered salary from which retirement contributions to the mandatory retirement plans can be made (i.e., PERA's Defined Benefit Plan or CU's 401(a) Retirement Plan), although it is considered "includable compensation" from which elective deferrals can be made for the following plans: PERA 401(k) Plan, the CU 403(b) Voluntary Retirement Plan and PERA 457 Plan.

Appendix A: TAB Resources and Contacts

Employee Services

- **Email:** tuitionbenefit@cu.edu
- **Phone:** 303-860-4200, option 3

Campus	Campus Bursar's and Registrar Contacts	Campus Admissions Contacts	Websites
CU Boulder	**TAB Benefit Contact** • **Email:** bldrtuitionbenefit@colorado.edu • **Contact for:** Questions on TAB course eligibility and tuition bill/fee questions **CU Boulder Bursar's office** • **Email**:bursar@colorado.edu **Contact for:** General tuition bill/fee questions not specific to TAB **CU Boulder Registrar's office** • **Web:**www.colorado.edu/registrar/ **Phone**: 303-492-6970	**Admissions Office** **Web:** CU Boulder Admissions Office **Phone**: 303-492-6301	Boulder TAB website Campus TAB website
CU Denver	**CU Denver Bursar's Office** • **Email:** facstaff.waiver@ucdenver.edu • **Contact for:** Questions on TAB tuition bill and student fee questions, general tuition bill and student fee questions, not specific to the TAB, and specific TAB course eligibility questions.	**Admissions Office** **Web:** CU Denver Admissions Office **Phone:** 303-315-2601	CU Denver TAB website
CU Anschutz	**CU Anschutz Bursar's Office** • **Email:** facstaff.waiver@ucdenver.edu • **Contact for:** Questions on TAB tuition bill and student fee questions, general tuition bill and student fee questions, not specific to the TAB, and specific TAB course eligibility questions.	**Admissions Office** **Web:** CU Anschutz Admissions Office **Phone:** 303-315-2601	CU Anschutz TAB website

Campus	Campus Bursar's and Registrar Contacts	Campus Admissions Contacts	Websites
CU Colorado Springs	**TAB Benefit Contact** • Email: uccs TAB@uccs.edu • **Contact for**: Questions on TAB course eligibility and tuition bill/fee questions. **UCCS Bursar's office** • **Email**: bursar@uccs.edu **UCCS Registrar's office** • **Web:** www.uccs.edu/admrec/index.html • **Phone**: 719-255-3391 • **Contact for**: General registration questions, not specific to the TAB.	**Admissions Office** Web: UCCS Admissions Office Phone: 719-255-3383	UCCS TAB website

Appendix B: Deadlines

Spring 2027 Campus Dates

Event	CU Boulder	CU Denver	Anschutz Medical Campus	CU Colorado Springs
Non-degree Application Deadline	December 18, 2026	January 7, 2027	College of Nursing: January 25, 2027 Graduate School: December 1, 2026 School of Public Health: January 7, 2027	January 19, 2027
Degree Application Deadline	See admissions deadlines	See admissions deadlines	See admissions deadlines	See admissions deadlines
Add / Drop Deadline	Add/Drop Dates & Deadlines	February 3, 2027	February 5, 2027	February 3, 2027
Census	January 22, 2027	February 3, 2027	February 8, 2027	February 3, 2027
COF Application Deadline	April 23, 2027	May 8, 2027	May 8, 2027	May 6, 2027
COF Authorization Deadline	April 30, 2027	May 15, 2027	May 15, 2027	May 6, 2027
Pay Tuition Deadline	March 5, 2027	February 5, 2027	February 5, 2027	February 3, 2027

Spring 2027 TAB Application Dates

Deadlines are based upon the campus where the student using TAB is enrolled

Event	CU Boulder	CU Denver	Anschutz Medical Campus	CU Colorado Springs
TAB Application Opens	December 1, 2026	December 1, 2026	December 1, 2026	December 1, 2026
TAB Application Closes	February 15, 2027	February 3, 2027	February 3, 2027	February 3, 2027

Appendix C: CU Boulder

1. Apply to CU Boulder before the semester begins
    a. If you are taking classes informally, complete the faculty/staff/dependent non-degree application.
    b. If you are taking classes toward a specific degree, complete the degree application.

    Term-active (non-degree students only).
    - Non-degree students must term-activate every semester. If you were admitted this semester, term-activate after you receive email confirmation of your admission is cofirmed. Learn how on the Employee Tuition Assistance Benefit website.
    - Degree-seeking students are automatically term-activated.
2. Submit the Tuition Assistance Benefit application in the employee portal.
    a. Use the Tuition Assistance Benefit application for employee and dependent submissions for all campuses.
    b. Employees must submit the application on their dependent's behalf.

    Access the application:
    - Log into the employee portal.
    - Open the **CU Resources** dropdown menu at the top center of the page and **select Forms**.
    - Click the Benefits tile, then click the **Tuition Assistance Application** tile.
    - If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form. When you fill out the Tuition Assistance Benefit application, attach and submit it with your application.
3. Register for your courses
    a. Employees can enroll in courses during their normal designated registration dates. Dependents of Boulder campus employees may register for undergraduate and graduate courses.
    b. Dependents attending other campuses may register for undergraduate, non-extended studies, credit-bearing courses.
    c. You may want to list a few backup options on your Tuition Assistance Benefit application in case the classes you'd like to take are full.

    Please refer to the academic calendar website for the add/drop course deadlines. **Note:** If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact your campus bursar's office at bldrtuitionbenefit@colorado.edu
4. Colorado resident undergraduates - apply and authorize for the College Opportunity Fund.
    a. If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund (COF). Learn how on the COF website.
    b. If these funds are available to you or your dependent and you do not use them, you will be responsible for the tuition amount that would been covered by COF. Please see the section on COF.

5. Pay fees and non-waived tuition.
    a. You must pay any additional fees and/or non-waived tuition by the tuition due date.
    b. If you notice your Tuition Assistance Benefit has not been applied, please contact the campus Bursar's Office.
    c. For more information, visit the CU Boulder Bursar's Office website.
6. Resubmit the Tuition Assistance Benefit application for new courses, if necessary.
    a. If the courses you originally requested were full, resubmit the Tuition Assistance Benefit application to Employee Services with a list of new courses.
    b. If you resubmit your application, be sure to include all courses from your prior application that you still intend to use for the TAB benefit.
    c. We cannot accept course corrections after the TAB application deadline.

Appendix D: CU Denver

- Apply to CU Denver before the semester begins.
    a. If you are taking classes informally, complete the non-degree application.
    b. If you are taking classes toward a specific degree, complete the degree application.
    c. Apply at least two weeks before the semester begins to ensure you can use the Tuition Assistance Benefit.
    d. Employees/dependents must apply as a student on the campus of the course.
- Submit the Tuition Assistance Benefit application in the employee portal.
- Use the Tuition Assistance Benefit application for employee and dependent submissions for all campuses.
- Employees must submit the application on their dependent's behalf.

    Access the application:
    - Log into the employee portal.
    - Open the **CU Resources** dropdown menu at the top center of the page and **select Forms**.
    - Click the Benefits tile, then click the **Tuition Assistance Application** tile.
    - If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form. When you fill out the Tuition Assistance Benefit application, attach and submit it with your application.
- Register for your courses.
    a. Please do not contact instructors before the first day of class to ask about waitlists or holding spaces in their courses.
    b. If a course is not listed on your Tuition Assistance Benefit application, you must submit a new application, and all courses must be verified.
    c. Colorado resident undergraduates - apply for the College Opportunity Fund.
    d. If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund (COF). Learn how on the COF website.
    e. If these funds are available to you or your dependent and you do not use them, you will be responsible for the tuition amount that would been covered by COF. Please see the section on COF.
    f. Pay fees and non-waived tuition.
    g. You must pay any additional fees and/or non-waived tuition by the tuition due date.
    h. For more information, visit the CU Denver/CU Anschutz Bursar's Office website.
    i. Resubmit Tuition Assistance Benefit application for new courses, if necessary.
    j. If the courses you originally requested were full, resubmit the Tuition Assistance Benefit application to Employee Services with a list of new courses.
    k. We cannot accept course corrections after the Tuition Assistance Benefit application deadline.

Note: If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact your campus bursar's office at facstaff.waiver@ucdenver.edu

Appendix E: CU Anschutz

1. Apply to Anschutz Medical Campus before the semester begins.
    a. If you are taking classes informally, complete the non-degree application.
    b. If you are taking classes toward a specific degree, complete the degree application.
    c. Apply at least two weeks before the semester begins to ensure you can use the Tuition Assistance Benefit.
    d. Employees/dependents must apply as a student on the campus of the course.
2. Submit the Tuition Assistance Benefit application in the employee portal.
    a. Use the Tuition Assistance Benefit application for employee and dependent submissions for all campuses.
    b. Employees must submit the application on their dependent's behalf.

    Access the application:
    - Log into the employee portal.
    - Open the **CU Resources** dropdown menu at the top center of the page and **select Forms**.
    - Click the Benefits tile, then click the **Tuition Assistance Application** tile.
    - If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form. When you fill out the Tuition Assistance Benefit application, attach and submit it with your application.
3. Register for your courses
    a. Check with your program for the start date of the specific course(s) you are requesting.
    b. At Anschutz, only Nursing, Public Health and Graduate School courses are eligible for the benefit.
    c. The student is responsible for submitting the Student Insurance Waiver if they're covered by other insurance.
    d. If a course is not listed on your Tuition Assistance Benefit application, you must submit a new application, and all courses must be verified.
4. Colorado resident undergraduates - apply for the College Opportunity Fund.
    a. If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund (COF). Learn how on the COF website.
    b. If these funds are available to you or your dependent and you do not use them, you will be responsible for the tuition amount that would been covered by COF. Please see the section on COF.
5. Pay fees and non-waived tuition.
    a. You must pay any additional fees and/or non-waived tuition by the tuition due date.
    b. For more information, visit the CU Denver/CU Anschutz Bursar's Office website.
6. Resubmit Tuition Assistance Benefit application for new courses, if necessary.
    a. If the courses you originally requested were full, resubmit the Tuition Assistance Benefit application to Employee Services with a list of new courses.
    b. We cannot accept course corrections after the Tuition Assistance Benefit application deadline.

Note: If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact your campus bursar's office at facstaff.waiver@ucdenver.edu

Appendix F: UCCS

1. Apply to University of Colorado Colorado Springs before the semester begins.
    a. If you are taking classes informally, complete the non-degree application.
    b. If you are taking classes toward a specific degree, complete the degree application.
2. Submit the Tuition Assistance Benefit application in the employee portal.
    a. Use the Tuition Assistance Benefit application for employee and dependent submissions for all campuses.
    b. Employees must submit the application on their dependent's behalf.

    Access the application:
    - Log into the employee portal.
    - Open the **CU Resources** dropdown menu at the top center of the page and **select Forms**.
    - Click the Benefits tile, then click the **Tuition Assistance Application** tile.
    - If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form. When you fill out the Tuition Assistance Benefit application, attach and submit it with your application.
3. Register for your courses.
    a. You may want to list a few backup options on your Tuition Assistance Benefit application in case the classes you'd like to take are full.
    b. Please refer to the academic calendar website for the add/drop course deadlines. **Note:** If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact your campus bursar's office at uccstab@uccs.edu.
4. Colorado Resident Undergraduates - apply for the College Opportunity Fund.
    a. If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund (COF). Learn how on the COF website.
    b. If these funds are available to you or your dependent and you do not use them, you will be responsible for the tuition amount that would been covered by COF. Please see the section on COF.
5. Pay fees and non-waived tuition.
    a. You must pay any additional fees and/or non-waived tuition by the tuition due date.
    b. For more information, visit the UCCS Bursar's Office website.
6. Resubmit Tuition Assistance Benefit application for new courses, if necessary.
    a. If the courses you originally requested were full, resubmit the Tuition Assistance Benefit application to Employee Services with a list of new courses.
    b. We cannot accept course corrections after the Tuition Assistance Benefit application deadline.

Tuition Assistance Benefit (TAB) Resources

Employee Services Payroll and Benefits Administration

TAB email contacts

CU Anschutz Registar Contact (registrar@cuanschutz.edu)

CU Boulder Bursar Contact (bursar@colorado.edu)

CU Boulder TAB Contact (bldrtuitionbenefit@colorado.edu)

CU Denver Registrar Contact (registrar@ucdenver.edu)

CU Denver/Anschutz Bursar Contact (facstaff.waiver@ucdenver.edu)

Employee Services TAB Contact (tuitionbenefit@cu.edu)

UCCS Bursar Contact (bursar@uccs.edu)

UCCS TAB Contact (uccstab@uccs.edu)

Useful TAB links

Benefit Eligibility Matrix (https://www.cu.edu/docs/benefit-eligibility-matrix)

College Opportunity Fund Website (https://cof.college-assist.org/)

CU Boulder Academic Calendar (https://www.colorado.edu/registrar/students/calendar)

CU Boulder Add/Drop Dates & Deadlines (https://www.colorado.edu/registrar/students/calendar/withdrawal)

CU Boulder Admissions Office (http://www.colorado.edu/admissions)

CU Boulder Bursar's Office (https://www.colorado.edu/bursar/resources/tuition-benefit/financial-obligation/)

CU Boulder Bursar's Office (https://www.colorado.edu/bursar/resources/tuition-benefit/tuition-waiver-benefit-search-register/how-to-term-activate/)

CU Boulder Campus TAB Website (https://www.colorado.edu/bursar-campus-resources/boulder-employee-tuition-assistance-benefit)

CU Boulder Degree Application (https://www.colorado.edu/admissions)

CU Boulder Registrar's Office (www.colorado.edu/registrar/)

CU Boulder Student Fees (https://www.colorado.edu/bursar/fee-descriptions#fall_student_fees-957)

CU Boulder TAB Website (https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-boulder)

CU Denver/Anschutz Admissions Office (http://www.ucdenver.edu/admissions/Pages/index.aspx)

CU Denver/Anschutz Bursar's Office (http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/TuitionFees/Pages/TuitionFees.aspx)

CU Denver/Anschutz Degree Application (http://www.ucdenver.edu/admissions/apply/Pages/apply.aspx)

CU Denver/Anschutz Student Fees (https://www.ucdenver.edu/student-finances/tuition-fees/undergraduate)

CU Denver/Anschutz TAB Website (https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-denveranschutz)

CU TAB Website (https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance)

Dependent Eligibility Verification (https://www.cu.edu/docs/dependent-eligibility-verification)

Employee Portal (https://my.cu.edu/)

How to Apply for COF (https://www.colorado.edu/registrar/students/state-residency/admitted/cof)

Tuition Assistance Benefit Administrative Policy Statement (APS) Number 5024 (https://www.cu.edu/ope/aps/5024)

Tuition Assistance Benefit Taxation Video (https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/taxes)

UCCS Academic Calendar (https://www.uccs.edu/admissionsenrollment/calendar)

UCCS Admissions Office (http://www.uccs.edu/admrec/index.html)

UCCS Bursar's Office (https://www.uccs.edu/bursar/)

UCCS Degree Application (https://www.uccs.edu/admissionsenrollment/apply-uccs-today)

UCCS Registrar's Office (http://www.uccs.edu/admrec/index.html)

UCCS Student Fees (https://bursar.uccs.edu/tuition-and-fees)

UCCS TAB Website (https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/uccs)