

## **CU Boulder** <sup>[1]</sup>

**Please note:** To receive the Tuition Assistance Benefit, you must meet each individual, step-by-step deadline listed below for your campus of registration, and you must follow all policy guidelines. Employees cannot register until the first day of their course.

- Spring 2020
- Fall 2019
- Summer 2019

**Need a more visual overview of how to apply for Tuition Assistance? Follow along with our [Tuition Assistance Benefit infographic](#) <sup>[2]</sup>.**

### **Check your eligibility**

You must be <sup>[3]</sup>:

- In a regular, non-temporary benefits eligible job code <sup>[3]</sup>
- In a 20 hours per week or more appointment (a 50% or greater appointment)
- Eligible for benefits by the tuition assistance application deadline at the campus you will attend

Note: If your hire date is the first of the month, your eligibility begins that day. If your job began on any other day of the month, your eligibility begins on the first of the following month.

### **Apply to CU Boulder before the semester begins**

- If you are taking classes informally, complete the [non-degree application](#) <sup>[4]</sup> by **Dec. 30, 2019**.
- If you are taking classes toward a specific degree, complete the [degree application](#) <sup>[5]</sup> by **published admissions deadlines**.

### **Submit the tuition assistance benefit application in the employee portal**

**Deadline:** Jan. 31, 2020

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:**

1. Log into the [employee portal](#) [6].
2. Open the **CU Resources** dropdown menu (at the top center of the page) and select **Forms**.
3. Click the **Career Advancement** 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](#) [7]. When you fill out the Tuition Assistance Benefit Application, attach and submit it with your application.

### **Watch for a confirmation email within 24 hours after you submit your tuition assistance benefit application**

You will receive an email confirmation from [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu) [8] that we have received your application within 24 hours. Once Employee Services determines your eligibility, you'll receive another email confirmation.

### **Term-activate (Non-degree students only)**

**Deadline:** Jan. 12, 2020

- 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 confirmed. [Learn how](#) [9].
- Degree-seeking students are automatically term-activated.

### **Register for your courses**

**Dependents Register:** [On designated registration day](#) [10]

**Employees Register:** Beginning on the first day of each specific course in which you want to enroll starting Jan. 13, 2020

- Employees who are enrolled as full-time students cannot use the benefit during the fall or spring semesters.
- Dependents of Boulder campus employees may register for undergraduate and graduate courses.
- Dependents of other campuses may register for undergraduate, non-extended studies, credit-bearing courses.
- 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's <sup>[10]</sup> add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
  - Dependents <sup>[11]</sup>
  - Employees <sup>[12]</sup>

## **Colorado resident undergraduates - Apply and authorize for the College Opportunity Fund**

**Application deadline:** April 30, 2020

**Authorization deadline:** May 6, 2020

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund <sup>[13]</sup> (COF).
- Please note: 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 be covered by COF.

## **Campus steps and approvals**

After your eligibility is verified by Employee Services, the TAB Bursar's Office at your campus of registration will process your application for course eligibility, and you'll receive an email confirmation.

Next, the campus TAB Bursar's office will waive your tuition for eligible courses. If any courses are ineligible, you will have five business days from the receipt of your email notification to drop them or you will be responsible for paying out-of-pocket.

**Note: Processing times vary by office and the time of the application period due to the volume of tuition assistance benefit applications.**

## **Pay fees and non-waived tuition**

**Deadline:** Listed on tuition bill

- You must pay any additional fees and/or non-waived tuition by the tuition due date.
- Tuition Assistance Benefit adjustments will be made by the tuition due date.
- For more information, visit the CU Boulder Bursar's Office website <sup>[14]</sup>.

## **Resubmit Tuition Assistance Benefit Application for new courses, if necessary**

**Deadline:** Jan. 31, 2020

If the courses you originally requested were full, resubmit the Tuition Assistance Benefit Application to Employee Services with a list of new courses.

We cannot accept course corrections after the tuition assistance benefit application deadline.

**Need a more visual overview of how to apply for Tuition Assistance? Follow along with our Tuition Assistance Benefit infographic [2].**

## Check your eligibility

You must be [3]:

- In a regular, non-temporary benefits eligible job code [3]
- In a 20 hours per week or more appointment (a 50% or greater appointment)
- Eligible for benefits by the tuition assistance application deadline at the campus you will attend

Note: If your hire date is the first of the month, your eligibility begins that day. If your job began on any other day of the month, your eligibility begins on the first of the following month.

## Apply to CU Boulder before the semester begins

**Deadline:** Aug. 12, 2019

- If you are taking classes informally, complete the non-degree application [4].
- If you are taking classes toward a specific degree, complete the degree application [5].

## Submit the tuition assistance benefit application in the employee portal

**Deadline:** Sept. 13, 2019

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:

1. Log into the employee portal [6].
2. Open the **CU Resources** dropdown menu (at the top center of the page) and select **Forms**.
3. Click the **Career Advancement & Learning** tile, then click the **Tuition Assistance Benefit Application** tile.

If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form

[7]. When you fill out the Tuition Assistance Benefit Application, attach and submit it with your application.

## **Watch for a confirmation email within 24 hours after you submit your tuition assistance benefit application**

You will receive an email confirmation from [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu) [8] that we have received your application within 24 hours. Once Employee Services determines your eligibility, you'll receive another email confirmation.

## **Term-activate**

**Deadline:** Aug. 26, 2019

- Non-degree students must term-activate every semester. If you were admitted this semester, term-activate after your admission is confirmed via email. [Learn how](#) [9].
- Degree-seeking students are automatically term-activated.

## **Register for your courses**

**Dependents Register:** On designated registration day [10]

**Employees Register:** First day of each specific course in question starting Aug. 26, 2019

- Employees who are enrolled as full-time students cannot use the benefit during the fall or spring semesters.
- Dependents of Boulder campus employees may register for undergraduate and graduate courses.
- Dependents of other campuses may register for undergraduate, non-extended studies, credit-bearing courses.
- 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's](#) [10] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
  - Dependents [11]
  - Employees [12]

## **Colorado resident undergraduates - Apply and authorize for the College Opportunity Fund**

**Application deadline:** Dec. 12, 2019

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the [College Opportunity Fund](#) [13] (COF).

- Please note: 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 be covered by COF.

**Authorization deadline:** Dec. 18, 2019

## **Campus steps and approvals**

After your eligibility is verified by Employee Services, the TAB Bursar's Office at your campus of registration will process your application for course eligibility, and you'll receive an email confirmation.

Next, the campus TAB Bursar's office will waive your tuition for eligible courses. If any courses are ineligible, you will have five business days from the receipt of your email notification to drop them or you will be responsible for paying out-of-pocket.

**Note: Processing times vary by office and the time of the application period due to the volume of tuition assistance benefit applications.**

## **Pay fees and non-waived tuition**

**Deadline:** Listed on tuition bill

- You must pay any additional fees and/or non-waived tuition by the tuition due date.
- Tuition Assistance Benefit adjustments will be made by the tuition due date.
- For more information, visit the CU Boulder Bursar's Office website <sup>[14]</sup>.

## **Resubmit Tuition Assistance Benefit Application for new courses, if necessary**

**Deadline:** Sept. 13, 2019

If the courses you originally requested were full, resubmit the Tuition Assistance Benefit Application to Employee Services with a list of new courses.

We cannot accept course corrections after the tuition assistance benefit application deadline.

## **Check your eligibility**

You must be <sup>[3]</sup>:

- In a regular, non-temporary benefits eligible job code <sup>[3]</sup>
- In a 20 hours per week or more appointment (a 50% or greater appointment)
- Eligible for benefits by the tuition assistance application deadline at the campus you will

attend

Note: If your hire date is the first of the month, your eligibility begins that day. If your job began on any other day of the month, your eligibility begins on the first of the following month.

## Apply to CU Boulder before the semester begins

**Maymester Deadline:** April 29, 2019

**Sessions A, C and D Deadline:** May 20, 2019

**Julymester, Session B Deadline:** June 25, 2019

**Augmester Deadline:** July 22, 2019

- If you are taking classes informally, complete the non-degree application [4].
- If you are taking classes toward a specific degree, complete the degree application [5].

## Submit the tuition assistance benefit application in the employee portal

**Deadline:** Aug. 22, 2019

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:

1. Log into the employee portal [6].
2. Open the **CU Resources** dropdown menu (at the top center of the page) and select **Forms**.
3. Click the **Career Advancement & Learning** tile, then click the **Tuition Assistance Benefit Application** tile.

**Note:** If your dependent is not listed on your CU health, dental or life insurance, you must submit a **Dependent Eligibility Verification Form** [7]. When you fill out the Tuition Assistance Benefit Application, attach and submit it with your application.

## Watch for a confirmation email within 24 hours after you submit your tuition assistance benefit application

You will receive an email confirmation from [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu) [8] that we have received your application within 24 hours. Next, once Employee Services determines your eligibility, you'll receive another email confirmation.

## Term-activate

## Before the session begins

- Non-degree students must term-activate every semester. If you were admitted this semester, term-activate after your admission is confirmed via email. Learn how <sup>[9]</sup>.
- Degree-seeking students are automatically term-activated.

## Register for your courses

**Dependents Register:** On designated registration day <sup>[10]</sup>

**Employees Register:** First day of each specific course in question

**Maymester Deadline:** May 13, 2019

**Sessions A, C and D Deadline:** June 3, 2019

**Julymester, Session B Deadline:** July 9, 2019

**Augmester Deadline:** Aug. 5, 2019

- Employees who are enrolled as full-time students cannot use the benefit during the fall or spring semesters.
- Dependents of Boulder campus employees may register for undergraduate and graduate courses.
- Dependents of other campuses may register for undergraduate, non-extended studies, credit-bearing courses.
- 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's <sup>[10]</sup> add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
  - Dependents <sup>[11]</sup>
  - Employees <sup>[12]</sup>

## Colorado resident undergraduates - Apply and authorize for the College Opportunity Fund

**Application deadline:** Aug. 21, 2019

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund <sup>[13]</sup> (COF).
- Please note: 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 be covered by COF.

**Authorization deadline:** Aug. 22, 2019

## Campus steps and approvals



After your eligibility is verified by Employee Services, the TAB Bursar's Office at your campus of registration will process your application for course eligibility, and you'll receive an email confirmation.

Next, the campus TAB Bursar's office will waive your tuition for eligible courses. If any courses are ineligible, you will have five business days to drop them from the receipt of your email notification or you will be responsible for paying out-of-pocket.

**Note: Processing times vary by office and the time of the application period due to the volume of tuition assistance benefit applications.**

## Pay fees and non-waived tuition

**Deadline:** Listed on tuition bill

- You must pay any additional fees and/or non-waived tuition by the tuition due date.
- Tuition Assistance Benefit adjustments will be made by the tuition due date.
- For more information, visit the [CU Boulder Bursar's Office website](#) <sup>[14]</sup>.

## Resubmit Tuition Assistance Benefit Application for new courses, if necessary

**Deadline:** Aug. 22, 2019

If the courses you originally requested were full, resubmit the Tuition Assistance Benefit application to Employee Services with a list of new courses.

We cannot accept course corrections after the tuition assistance benefit application deadline.

### Groups audience:

Employee Services

### Right Sidebar:

ES: Benefits & Wellness - CU Boulder TAB Policies, Details and Contact

ES: Benefits - Tuition Benefit UCB Quick Links

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**Source URL:** <https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-boulder>

### Links

[1] <https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-boulder>

[2] <https://www.cu.edu/docs/tuition-assistance-benefit-guide>

[3] <https://www.cu.edu/docs/benefit-eligibility-matrix>

[4] <https://ugrad.apply.colorado.edu/apply/?sr=833a91b3-3c2e-4832-9d93-8c0c2bf5d341>

[5] <https://www.colorado.edu/admissions>

[6] <https://my.cu.edu>

[7] <https://www.cu.edu/docs/dependent-eligibility-verification>

[8] <mailto:tuitionbenefit@cu.edu>

[9] <https://www.colorado.edu/bursar/resources/tuition-benefit/tuition-waiver-benefit-search-register/how-to-term-activate/>

[10] <https://www.colorado.edu/registrar/students/academic-calendar>

[11] <https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/dependent-options>

[12] <https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/tuition-assistance-benefit>

[13] <https://cof.college-assist.org/>

[14] <https://www.colorado.edu/bursar/resources/tuition-benefit/financial-obligation/>