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.

- Spring 2022
- Fall 2021
- Summer 2021

Campus Steps and Deadlines

Apply to CU Boulder before the semester begins

- If you are taking classes informally, complete the non-degree application [2] by Jan. 3, 2022.
- If you are taking classes toward a specific degree, complete the degree application [3] by published admissions deadlines.

Term-activate (Non-degree students only)

Deadline: Jan. 18, 2022

- 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 [4].
- This deadline above is approximate — non-degree seeking students must term-activate prior to registering and so the listed deadline is coordinated with the add/drop deadline for most courses.
- Degree-seeking students are automatically term-activated.

Register for your courses

Dependents Register: On designated registration day [5]
Employees Register:
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 add/drop course deadlines.

Course eligibility depends on the person who is using the benefit:
- Dependents
- Employees

Pay fees and non-waived tuition

**Deadline:** Feb. 5, 2022 (enrollment/charges from Jan. 12 to Feb. 8 will be March 3, 2022)

- 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.

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

**Application deadline:** April 28, 2022

**Authorization deadline:** May 4, 2022

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund (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 been covered by COF.

**Tuition Assistance Steps and Deadlines**

**Check your eligibility**

**You must be:**
- In a regular, non-temporary benefits eligible job code
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 for the tuition assistance benefit

Application opens: Dec. 13, 2021
Application deadline: Jan. 28, 2022

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.
2. Open the CU Resources dropdown menu (at the top center of the page) and select Forms.
3. 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.

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 that we have received your application within 24 hours.
- Once Employee Services determines your eligibility, you'll receive another email confirmation.

Tuition Assistance steps and approvals

- Employee Services verifies Tuition Assistance employee and dependent eligibility, and sends your application to the Bursar's Office.
- The Bursar's Office will process your application for course eligibility.
  - For dependants, this process may take 1-2 weeks.
  - For employees, it may take 1-4 weeks.
- You'll receive an email confirmation from the Bursar's Office once your TAB application is processed.
- The Bursar will apply your benefit within five business days of this notice.
If any courses are ineligible:

- You will have five business days from the receipt of your email notification to drop these courses.
- If you do not drop these courses, you will be responsible for paying out-of-pocket for these courses.

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

**Deadline:** Jan. 28, 2022

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:

- In a regular, non-temporary benefits eligible job code[^10].
- 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[^14] by Aug. 8, 2021.
- If you are taking classes toward a specific degree, complete the degree application[^3] by published admissions deadlines.

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

**Deadline:** Sept. 10, 2021

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.
2. Open the CU Resources dropdown menu (at the top center of the page) and select Forms.
3. 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.

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 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: Aug. 22, 2021

- 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.
- Degree-seeking students are automatically term-activated.

Register for your courses

Dependents Register: On designated registration day
Employees Register: Aug. 16, 2021

- New! Employees who are enrolled as full-time students can now 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 add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
  - Dependents
  - Employees

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

**Application deadline:** Dec. 9, 2021

**Authorization deadline:** Dec. 15, 2021

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund (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 been 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.

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

**Deadline:** Sept. 10, 2021

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:

- In a regular, non-temporary benefits eligible job code
- 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 by April 26, 2021.
- If you are taking classes toward a specific degree, complete the degree application by published admissions deadlines.

Submit the tuition assistance benefit application in the employee portal

Deadline: May 31, 2021

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.
2. Open the CU Resources dropdown menu (at the top center of the page) and select Forms.
3. 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.

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 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: May 9, 2021

- 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 [4].
- Degree-seeking students are automatically term-activated.

Register for your courses

Dependents Register: On designated registration day [5]
Employees Register: Employees can register on the first day of the semester, May 10, 2021.

- 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 [5] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
  - Dependents [6]
  - Employees [7]

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

Application deadline: Aug. 18, 2021
Authorization deadline: Aug. 19, 2021

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund [9] (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 been 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:** The payment deadline depends on the date you register for class(es). Please see the tuition bill in the Buff Portal for your payment deadline.

- 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](https://www.colorado.edu/bursar/resources/tuition-benefit/financial-obligation/).

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

**Deadline:** May 31, 2021

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.

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**Groups audience:**
Employee Services

**Right Sidebar:**
ES: Benefits & Wellness - CU Boulder TAB Policies, Details and Contact
ES: Benefits - Tuition Benefit UCB Quick Links

**Source URL:** [https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-boulder](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](https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-boulder)
[2] [https://ugrad.apply.colorado.edu/apply/?sr=3cad4654-85de-4f14-87bf-06a1692c897d](https://ugrad.apply.colorado.edu/apply/?sr=3cad4654-85de-4f14-87bf-06a1692c897d)
[3] [https://www.colorado.edu/admissions](https://www.colorado.edu/admissions)
[5] [https://www.colorado.edu/registrar/students/academic-calendar](https://www.colorado.edu/registrar/students/academic-calendar)
[6] [https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/dependent-options](https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/dependent-options)
[7] [https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/tuition-assistance-benefit](https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/tuition-assistance-benefit)
[8] [https://www.colorado.edu/bursar/resources/tuition-benefit/financial-obligation/](https://www.colorado.edu/bursar/resources/tuition-benefit/financial-obligation/)
[9] [https://cof.college-assist.org/](https://cof.college-assist.org/)
[10] [https://www.cu.edu/docs/benefit-eligibility-matrix](https://www.cu.edu/docs/benefit-eligibility-matrix)
[11] [https://my.cu.edu](https://my.cu.edu)