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 Denver/Anschutz before the semester begins

**Denver Campus**: Contact Admissions for application details and deadlines

**Anschutz Medical Campus**: Contact your school or college for complete application details and deadlines.

- If you are taking classes informally, complete the non-degree application [2].
- If you are taking classes toward a specific degree, complete the degree application [2].
- Apply **at least two weeks** before the semester begins to ensure you can use the tuition assistance benefit.
- Employees/Dependents must apply as a student on the campus of the course.

Register for your courses

**Dependents Register**: On designated registration day

**Employees Register**: Up to 7 days prior to start of course, see below.

- **Denver**:
  - Undergraduate – first day of courses
  - Graduate – seven days prior to the first day of courses
- **Anschutz**: seven days prior to the first day of courses

- Please do not contact instructors before the first day of class to ask about waitlists or holding spaces in their courses. This may jeopardize your space in the course.
- Anschutz Campus: Check with your program for the start date of the specific
course(s) you are requesting.
  - At Anschutz, only Nursing, Public Health and Graduate School courses (except PUBH 6606, BIOS 6990, CBHS 6990, EHOH 6990, EPID 6990, HSMP 6990, PMHW 6990, and PUBH 6991) are eligible for the benefit.
  - The student is responsible for submitting the Student Insurance Waiver if they're covered by other insurance.
- Employees may not enroll in undergraduate or graduate courses before the published start date of the course(s) in question.
- **Only courses listed on your Tuition Assistance Benefit application will be covered by the Tuition Assistance Benefit.** If you need to add another course(s), please resubmit a new TAB application with the new course(s) and all other courses that you want covered listed in the previous application by the TAB application deadline.
- Course eligibility depends on the person who is using the benefit:
  - Dependents [3]
  - Employees [4]

**Pay fees and non-waived tuition**

**Dependent Deadline:** Feb. 4, 2022  
**Employee Deadline:** Feb. 28, 2022

- You must pay any additional fees and/or non-waived tuition by the tuition due date.
- For more information, visit the CU Denver/CU Anschutz Bursar's Office website [5].

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

**Application deadline:** Feb. 28, 2022

- If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund [6] (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 [7]:**

- In a regular, non-temporary benefits eligible job code [7]
- 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
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:** Feb. 2, 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 [8].  
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.

**Note:** If your dependent is not listed on your CU health, dental or life insurance, you must submit a **Dependent Eligibility Verification Form** [9]. 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** [10] 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.  
- The TAB Bursar's Office at your campus of registration will process your application for course eligibility, within 2-3 business days.  
- You'll receive an email confirmation from the Bursar's Office once your TAB application is processed.  
- The Bursar will apply your benefit to your bill from Feb. 2 to Feb. 28, 2022.

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.

For any questions regarding course eligibility or the tuition waiver being applied to your bill,
you can contact Facstaff.waiver@ucdenver.edu [11].

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

**Deadline:** Feb. 2, 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 [7].
- 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 Denver/Anschutz before the semester begins**

**Denver Campus:** Contact Admissions for application details and deadlines

**Anschutz Medical Campus:** Contact your school or college for complete application details and deadlines.

- If you are taking classes informally, complete the non-degree application [2].
- If you are taking classes toward a specific degree, complete the degree application [2].
- **Apply at least two weeks** before the semester begins to ensure you can use the tuition assistance benefit.
- **Employees/Dependents must apply as a student on the campus of the course.**

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

**Deadline:** Sept. 8, 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 [8].
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.

**Note:** If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form [9]. 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 [10] that we have received your application within 24 hours. Once Employee Services determines your eligibility, you'll receive another email confirmation.

**Register for your courses**

**TAB Application Deadline:** Sept. 8, 2021

**Dependents Register:** On designated registration day

**Employees Register:** Registration availability varies by course level and campus. See below:

- **Denver Campus:**
  - **Undergraduate courses:** Employees must wait until the first day of a given course to register for it.
  - **Graduate courses:** Employees may register up to seven (7) days prior to the start of the semester or the first day of their desired class, whichever is earlier.
  - Please do not contact instructors before the first day of class to ask about waitlists or holding spaces in their courses. This may jeopardize your space in the course.

- **Anschutz Campus:**
  - **All course levels:** Employees may register up to seven (7) days prior to the start of the semester or the first day of their desired class, whichever is earlier.
  - Check with your program for the start date of the specific course(s) you are requesting.
  - At Anschutz, only Nursing, Public Health and Graduate School courses (except PUBH 6606, BIOS 6990, CBHS 6990, EHOH 6990, EPID 6990, HSMP 6990, PMHW 6990, and PUBH 6991) are eligible for the benefit.
  - The student is responsible for submitting the Student Insurance Waiver if they're covered by other insurance.

- **If a course is not listed on your Tuition Assistance Benefit Application, you must submit a new application, and all courses must be verified.**

- Course eligibility depends on the person who is using the benefit:
  - Dependents [3]
  - Employees [4]

**Colorado resident undergraduates - Apply for the College Opportunity Fund**
Application deadline: Dec. 10, 2021

- If you or your dependent are an undergraduate student 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 Registrar'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

Dependent Deadline: Sept. 8, 2021
Employee Deadline: Sept. 8, 2021

- You must pay any additional fees and/or non-waived tuition by the tuition due date.
- For more information, visit the CU Denver/CU Anschutz Bursar's Office website.

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Deadline: Sept. 8, 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
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 Denver/Anschutz before the semester begins

Denver Campus: Contact Admissions for application details and deadlines
Anschutz Medical Campus: Contact your school or college for complete application details and deadlines.

- If you are taking classes informally, complete the non-degree application [2].
- If you are taking classes toward a specific degree, complete the degree application [2].
- Apply at least two weeks before the semester begins to ensure you can use the tuition assistance benefit.
- Employees/Dependents must apply as a student on the campus of the course.

Submit the tuition assistance benefit application in the employee portal

Maymester Deadline: May 17, 2021
Summer Deadline: June 15, 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 [8].
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.

Note: If your dependent is not listed on your CU health, dental or life insurance, you must submit a Dependent Eligibility Verification Form [9]. 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 [10] that we have received your application within 24 hours. Once Employee Services determines your eligibility, you'll receive another email confirmation.

Register for your courses
Dependents Register: On designated registration day.

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

- Denver Campus:
  - **Maymester Deadline:** May 17, 2021
  - **Summer Deadline:** June 7, 2021
    - Please do not contact instructors before the first day of class to ask about waitlists or holding spaces in their courses. This may jeopardize your space in the course.

- Anschutz Campus: Check with your program for the start date of the specific course(s) you are requesting.
  - At Anschutz, only Nursing and Public Health courses (except PUBH 6606, BIOS 6990, CBHS 6990, EHOH 6990, EPID 6990, HSMP 6990, PMHW 6990, and PUBH 6991) are eligible for the benefit.
  - The student is responsible for submitting the Student Insurance Waiver if they're covered by other insurance.

- Employees may not enroll in undergraduate or graduate courses before the published start date of the course(s) in question.

- If a course is not listed on your Tuition Assistance Benefit Application, you must submit a new application, and all courses must be verified.

Course eligibility depends on the person who is using the benefit:
- Dependents [3]
- Employees [4]

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

**Application deadline:** June 30, 2021

- If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund [6] (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 Registrar’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**
Dependent Deadline: May 31, 2021
Employee Deadline: June 30, 2021

- You must pay any additional fees and/or non-waived tuition by the tuition due date.
- For more information, visit the CU Denver/CU Anschutz Bursar's Office website [5].

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Maymester Deadline: May 17, 2021
Summer Deadline: June 15, 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.

Groups audience:
Employee Services

Right Sidebar:
ES: Benefits & Wellness - UCD/AMC TAB Policies, Details and Contact
ES: Benefits - Tuition Benefit DEN Quick Links

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Links
[1] https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-denveranschutz
[8] https://my.cu.edu
[9] https://www.cu.edu/docs/dependent-eligibility-verification
[10] mailto:tuitionbenefit@cu.edu
[11] mailto:Facstaff.waiver@ucdenver.edu