

## **CU Denver/Anschutz** <sup>[1]</sup>

**Fall 2020 Tuition Assistance Benefit applications are expected to open in early August 2020. Employees will be notified via email when the Tuition Assistance Benefit application opens for fall.**

**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.

- Fall 2020
- Summer 2020
- Spring 2020

**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 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 <sup>[4]</sup>.
- If you are taking classes toward a specific degree, complete the degree application <sup>[4]</sup>.
- 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. 2, 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](#) [5].
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 [6]. 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) [7] 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 starting Aug. 17, 2020

- Denver Campus:
  - **Deadline:** Sept. 2, 2020
    - 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, 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 [8]
  - Employees [9]

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

**Application deadline:** Sept. 30, 2020

- If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the [College Opportunity Fund](#) [10] (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 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. 4, 2020

**Employee Deadline:** Sept. 30, 2020

- 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](#) [11].

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

**Deadline:** Sept. 2, 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 <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 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 <sup>[4]</sup>.
- If you are taking classes toward a specific degree, complete the degree application <sup>[4]</sup>.
- 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 18, 2020

**Summer Deadline:** June 16, 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 <sup>[5]</sup>.
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 <sup>[6]</sup>. When you fill out the Tuition Assistance Benefit Application, attach and submit it with your application.

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## tuition assistance benefit application

You will receive an email confirmation from [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu) [7] 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 starting May 18, 2020

- Denver Campus:
  - **Maymester Deadline:** May 18, 2020
  - **Summer Deadline:** June 8, 2020
    - 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, 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 [8]
  - Employees [9]

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

**Application deadline:** June 30, 2020

- If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the [College Opportunity Fund](#) [10] (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 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 29, 2020

**Employee Deadline:** June 30, 2020

- 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 <sup>[11]</sup>.

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

**Maymester Deadline:** May 18, 2020

**Summer Deadline:** June 16, 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 <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 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 [4].
- If you are taking classes toward a specific degree, complete the degree application [4].
- 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:** Feb. 5, 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 [5].
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 [6]. 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) [7] 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 starting Jan. 21, 2020

- Denver Campus: Jan. 21, 2020
  - 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 and PUBH 6955) 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 <sup>[8]</sup>
  - Employees <sup>[9]</sup>

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

**Application deadline:** Feb. 28, 2020

- If you or your dependent are an undergraduate student taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund <sup>[10]</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 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:** Feb. 7, 2020

**Employee Deadline:** Feb. 28, 2020

- 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 <sup>[11]</sup>.

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

**Deadline:** Feb. 5, 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.

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

**Links**

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

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

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

[4] <http://www.ucdenver.edu/admissions/apply/Pages/apply.aspx>

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

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

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

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

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

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

[11] <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/TuitionFees/Pages/TuitionFees.aspx>