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.

- Fall 2022
- Summer 2022
- Spring 2022

Campus Steps and Deadlines

Apply to CU Denver/Anschutz before the semester begins

Degree applications

Denver Campus: Complete the [degree application](https://www.cu.edu). Contact Admissions for application details and deadlines.

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

Non-degree applications

Denver Campus: Complete the [non-degree application](https://www.cu.edu) by Aug. 22, 2022.

Anschutz Medical Campus: Complete the [non-degree application](https://www.cu.edu) by Aug. 1 for Public Health and Aug. 15 for Graduate school

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: 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: Check your program-specific academic calendar 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.
- 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.

Pay fees and non-waived tuition

Dependent Deadline: Sept. 9, 2022

Employee Deadline: Sept. 9, 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.

Colorado resident undergraduates - Apply for the College Opportunity Fund

Denver

Application Deadline: Dec. 7, 2022

Authorization Deadline: Dec. 14, 2022

Anschutz

Application Deadline: Dec. 7, 2022

Authorization Deadline: Dec. 14, 2022

- 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.

Tuition Assistance Steps and Deadlines

Check your eligibility

You must be:

- In a regular, non-temporary benefits eligible job code [8]
- 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: Aug. 1

Application deadline: Sept. 7 at 5 p.m.

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 [9].
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 [10]. 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 [11] 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 Registrar’s Office at your campus of registration will verify your course/s eligibility, within 2-3 business days.
- You’ll receive an email confirmation when your benefit is applied to your student account by the Bursar’s Office.

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 to tuition waiver being applied to your bill, you can contact Facstaff.waiver@ucdenver.edu.

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Fall semester deadline: Sept. 7 at 5 p.m.

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.

Campus Steps and Deadlines

Apply to CU Denver/Anschutz before the semester begins

Degree applications

Denver Campus: Complete the degree application. Contact Admissions for application details and deadlines.

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

Non-degree applications

Denver Campus: Complete the non-degree application by June 9
Anschutz Medical Campus: Complete the non-degree application by May 23
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: Registration availability varies by course level and campus. See below:

- **Denver:**
  - Undergraduate – Employees must wait until the first day of a given course to register for it.
  - Graduate – 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.

- **Anschutz:** 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: Check your program-specific academic calendar [5] 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.

- **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.

Pay fees and non-waived tuition

**Dependent Deadline:** May 31, 2022

**Employee Deadline:** June 30, 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 [6].

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

**Denver**
Application Deadline: July 15, 2022
Authorization Deadline: July 30, 2022

Anschutz

Application Deadline: June 30, 2022
Authorization Deadline: July 30, 2022

- 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.

Tuition Assistance Steps and Deadlines

Check your eligibility

You must be:

- In a regular, non-temporary benefits eligible job code [8]
- 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: May 2, 2022
Application deadline Maymester: May 17, 2022
Application deadline Summer: June 14, 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 [9].
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. 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.
- The Registrar's Office at your campus of registration will verify your course/s eligibility, within 2-3 business days.
- You'll receive an email confirmation when your benefit is applied to your student account by the Bursar’s Office.

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 to tuition waiver being applied to your bill, you can contact Facstaff.waiver@ucdenver.edu.

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Maymester deadline: May 17, 2022
Summer semester deadline: June 14, 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.

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 [4].
- 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:** Registration availability varies by course level and campus. See below:

- **Denver:**
  - Undergraduate – Employees must wait until the first day of a given course to register for it.
  - Graduate – 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.

- **Anschutz:** 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: 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 [13]
  - Employees [14]

Pay fees and non-waived tuition

**Dependent Deadline**
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.

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 (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: 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 [9].
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 [10]. 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 [11] 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 Registrar's Office at your campus of registration will verify your course/s eligibility, within 2-3 business days.
- You’ll receive an email confirmation when your benefit is applied to your student account by the Bursar’s Office between 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 to tuition waiver being applied to your bill, you can contact Facstaff.waiver@ucdenver.edu [12].

**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.
assistance/cu-denveranschutz

Links
[1] https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/cu-denveranschutz
[3] https://www.ucdenver.edu/admissions/non-degree-admissions
[8] https://www.cu.edu/docs/benefit-eligibility-matrix
[9] https://my.cu.edu
[10] https://www.cu.edu/docs/dependent-eligibility-verification
[11] mailto:tuitionbenefit@cu.edu
[12] mailto:Facstaff.waiver@ucdenver.edu
[14] https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/tuition-assistance-benefit