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.[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 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.

It's best to submit the application at least two weeks before the first day of the semester. Read the instructions carefully to ensure your form is accepted and processed in a timely manner.

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 [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 [8]
  - Employees [9]
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 (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:** 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.

**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.

Need a more visual overview of how to apply for Tuition Assistance? Follow along with our Tuition Assistance Benefit infographic.
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 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**: Sept. 4, 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.

It's best to submit the application at least two weeks before the first day of the semester. Read the instructions carefully to ensure your form is accepted and processed in a timely manner.

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 & 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 [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 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. 19, 2019

- Denver Campus: Aug. 19, 2019  
  - 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 Form, you must submit a new form, 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:** Dec. 6, 2019

- 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.

**Authorization deadline:** Dec. 14, 2019

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. 6, 2019  
**Employee Deadline:** Sept. 30, 2019

- 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. 4, 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 [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 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

Maymester Deadline: May 21, 2019
Summer Deadline: June 18, 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 [5].
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 [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 [7] that we have received your application within 24 hours. Next, once Employee Services determines your eligibility, you'll receive another email confirmation.

Register for your courses

Dependents Register: On designated registration day
Employees Register:

- Maymester Denver Campus: May 20, 2019
  - Denver Students: New or readmitted students must pay a $200 Registration Advance Payment before registering. Applying for FASFA removes this payment as an enrollment requirement.
  - 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.
- Summer Denver Campus: June 10, 2019
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 Form, you must submit a new form, and all courses must be verified.
- Course eligibility depends on the person who is using the benefit:
  - Dependents
  - Employees

Colorado resident undergraduates - Apply for the College Opportunity Fund

**Application deadline:** June 28, 2019

- 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 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, 2019
**Employee Deadline:** June 28, 2019

- 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**
Maymester Deadline: May 21, 2019
Summer Deadline: June 18, 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 - 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
[3] https://www.cu.edu/docs/benefit-eligibility-matrix
[5] https://my.cu.edu
[6] https://www.cu.edu/docs/dependent-eligibility-verification
[7] mailto:tuitionbenefit@cu.edu
[10] https://cof.college-assist.org/