

## **UCCS** <sup>[1]</sup>

**Spring 2021 Tuition Assistance Benefit applications are expected to open in mid-December.** Employees will receive an email notification each semester when the application opens.

**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 attending classes at CU Colorado Springs may register seven days prior to the first day of the semester.

- Spring 2021
- Fall 2020
- Summer 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:

- 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 University of Colorado Colorado Springs before the semester begins**

**Deadline:** Dec. 7, 2020

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>.

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

**Deadline:** Feb. 3, 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 [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](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 [8]

**Employees Register:** Employees can register seven days prior to the start of the semester, up to Jan. 19, 2021

- Employees enroll seven days prior to the start of the semester.
- 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 [9] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit.

### Colorado Resident Undergraduates - Apply for the College Opportunity Fund

**Application deadline:** May 7, 2021

If you or your dependent are 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 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 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**

**Deadline:** Feb. 3, 2021

You must pay any additional fees and/or non-waived tuition by the tuition due date. For more information, visit the UCCS Bursar's Office website <sup>[11]</sup>.

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

**Deadline:** Feb. 3, 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.

**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:

- 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 University of Colorado Colorado Springs before the semester begins**

Deadline: May 1, 2020

If you are taking classes informally, complete the non-degree application.  
If you are taking classes toward a specific degree, complete the degree application.

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

Deadline: Sept. 10, 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. When you fill out the Tuition Assistance Benefit Application, attach and submit it with your application.

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## **Register for your courses**

Dependents Register: On designated registration day  
Employees Register: Aug. 24, 2020

- Employees enroll the first day of the semester.
- 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.

## **Colorado Resident Undergraduates - Apply for the College Opportunity Fund**

Application deadline: Dec. 15, 2020

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 be 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 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**

Deadline: Sept. 10, 2020

You must pay any additional fees and/or non-waived tuition by the tuition due date. For more information, visit the [UCCS Bursar's Office website](#) [11].

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

Deadline: Sept. 10, 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.

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## **Apply to University of Colorado Colorado Springs before the semester begins**

Deadline: May 1, 2020

If you are taking classes informally, complete the non-degree application.

If you are taking classes toward a specific degree, complete the degree application.

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

Deadline: June 22, 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**.
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## **Register for your courses**

Dependents Register: On designated registration day

Employees Register: June 15, 2020

- Employees enroll the first day of the semester.
- 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.

## **Colorado Resident Undergraduates - Apply for the College Opportunity Fund**

Application deadline: Aug. 4, 2020

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 be covered by COF.

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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.

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Deadline: June 22, 2020

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### **Groups audience:**

## Employee Services

### Right Sidebar:

ES: Benefits & Wellness - UCCS TAB Policies, Details and Contact

ES: Benefits - Tuition Benefit UCCS Quick Links

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

### Links

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

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

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

[4] <https://www.uccs.edu/admissions/applynow.html>

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

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

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

[8] <http://www.uccs.edu/academics/calendar.html>

[9] <https://www.colorado.edu/registrar/students/academic-calendar>

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

[11] <https://www.uccs.edu/bursar/>