Summer 2022 applications: Applications for the Summer 2022 Tuition Assistance Benefit are now open. Please be sure to apply for the benefit by June 20. Note that employees are eligible for early class registration in most programs as of the Fall 2021 semester.

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.

- Summer 2022
- Spring 2022
- Fall 2021

Campus Steps and Deadlines

Apply to University of Colorado Colorado Springs before the semester begins

Degree-seeking Deadline: See deadlines for your college and program
Non-degree seeking Deadline: May 1, 2022

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

Register for your courses

Dependents Register: On designated registration day
Employees Register: June. 6, 2022

- 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 add/drop course deadlines.

Pay fees and non-waived tuition
Deadline: 5 p.m. June 20, 2022

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 [5].

Colorado Resident Undergraduates - Apply for the College Opportunity Fund

**Application deadline:** May 7, 2022

**Authorization deadline:** July 30, 2022

If you or your dependent are 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:

- 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 for the tuition assistance benefit

**Application opens:** May 2, 2022

**Application deadline:** June 20, 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 Benefits 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 [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 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, which will occur seven days prior to the first day of the term.
- 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 seven days prior to the first day of the term.

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 uccstab@uccs.edu [11].

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Deadline: June 20, 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 University of Colorado Colorado Springs before the semester begins

Degree-seeking Deadline: See deadlines for your college and program
Non-degree seeking Deadline: Jan. 18, 2022

If you are taking classes informally, complete the non-degree application [12].
If you are taking classes toward a specific degree, complete the degree application [3].

Register for your courses

Dependents Register: On designated registration day [13]
Employees Register: Jan. 11, 2022

- 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 [14] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit.

Pay fees and non-waived tuition

Deadline: 5 p.m. Feb. 2, 2022

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 [5].

Colorado Resident Undergraduates - Apply for the College Opportunity Fund

Application deadline: May 7, 2022

If you or your dependent are 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:

- 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 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][8] dropdown menu (at the top center of the page) and select [Forms][8].
3. Click the [Benefits][8] tile, then click the [Tuition Assistance Benefit Application][8] 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 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, which will occur seven days prior to the first day of the term.
- 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 seven days prior to the first day of the term.

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 uccstab@uccs.edu.

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.
• 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, 2021

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. 9, 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. 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: Aug. 16, 2021

- Employees enroll seven days prior to 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. 10, 2021

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 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. 9, 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 [5].

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

**Deadline:** Sept. 9, 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.