



EMPLOYEE SERVICES

Published on *University of Colorado* (<https://www.cu.edu>)

[Home](#) > Tuition Waiver Benefit | Colorado Springs Campus

Tuition Waiver Benefit | Colorado Springs Campus ^[1]

- [Fall 2015](#)
- [Summer 2015](#)
- [Spring 2015](#)

Make sure you can enjoy the tuition waiver benefit by following this list of deadlines.

UCCS Degree Seeking Step-by-step Instructions

Applicant Deadlines

CU Tasks

5/1/2015

To ensure you can use the tuition waiver benefit, we recommend you start early, and [apply as a degree seeking student](#) ^[2] at least two weeks before the semester begins. Registration begins April 13 and continues through Aug. 30.

Employee Services has five business days from the time you turn in the Tuition Waiver Benefit form to email you after reviewing employment and verifying dependency.

9/10/2015

We recommend that at least two weeks before the beginning of the semester, you need to submit a [Tuition Waiver Benefit form](#) ^[3] to Employee Services. Read the instructions carefully to ensure your form is accepted and processed in time.

Once a week, Employee Services sends all the verified applications to each campus Bursar's Office.

If your dependent is using the waiver and is not listed on your CU health, dental or life insurance, you must also submit a [Dependent Eligibility Verification form](#). ^[4]

8/24/2015 - 8/30/2015

You can enroll for classes on the first day of the semester/term. Your dependent can enroll as soon as registration opens.

Within two business days of receipt of form, the Bursar's Office will email you with notification of course eligibility.

Before 12/11/2015

If you or your dependent is taking undergraduate courses, apply for the **College Opportunity Fund (COF)**.^[5]

Please note: If COF funds are available to you or your dependent, but you did not use them, you will be responsible for the tuition amount that would have been paid by COF.

Before 8/24/2015

Within two business days of receipt of form, the Bursar's Office will email you with notification of course eligibility.

8/24/2015

Any additional fees and/or non-waived tuition must be paid by this day.

8/24/2015

If the courses you originally requested were full, you can resubmit the **Tuition Waiver Benefit Form**^[3] to Employee Services with a list of new courses.

uccs Non-Degree Seeking Step-by-Step Instructions

Applicant Deadlines

CU Tasks

5/1/2015

To ensure you can use the tuition waiver benefit, we recommend you start early, and **apply as a non-degree seeking**^[2] student at least two weeks before the semester begins. Registration begins April 13 and continues through Aug. 30.

Employee Services has five business days from the time you turn in the Tuition Waiver Benefit form to email you after reviewing employment and verifying dependency.

8/24/2015

We recommend that at least two weeks before the beginning of the semester, you need to submit a **Tuition Waiver Benefit form** [3] to Employee Services.

If your dependent is using the waiver and is not listed on your CU health, dental or life insurance, you must also submit a **Dependent Eligibility Verification form** [4] .

Once a week, Employee Services sends all the verified applications to each campus Bursar's Office.

8/24/2015 - 8/30/2015

You can enroll for classes on the first day of the semester/term. Your dependent can enroll as soon as registration opens.

Before 8/24/2015

The campus' Bursar's Office waives the tuition on the student bill.

Before 12/11/2015

If you or your dependent is taking undergraduate courses, apply for the **College Opportunity Fund (COF)**. [5]

Please note: If COF funds are available to you or your dependent, but you did not use them, you will be responsible for the tuition amount that would have been paid by COF.

8/24/2015

Any additional fees and/or non-waived tuition must be paid by this day.

8/24/2015

If the courses you originally requested were full, you can resubmit the **Tuition Waiver Benefit Form** [3] to Employee Services with a list of new courses.

Colorado Springs Degree Seeking Step-by-Step Instructions

Waiver is to be used for the following: MAIN CAMPUS credit granting courses, registered on the term start or course start date (employee use), for a total of 9 credit hours a year and UCCS waiver year runs from Fall to Summer. *Waiver only covers student share of tuition, all fees are the student responsibility by the published due date.*

Applicant Deadlines

CU Tasks

5/1/2015

Employee/Dependent Applies as a degree seeking student.
[2] [10/27/14 is the start of registration, but continues through 02/04/15.]

Employee Services has five business days from the time you turn in the Tuition Waiver Benefit form to email you after reviewing employment and verifying dependency.

6/22/2015

Employee submits Tuition Waiver Benefit Form [3] to Employee Services. [Specific course information is required, be sure to include course number and title as listed on the schedule of courses. I.E. LEAD 5000]

Once a week, Employee Services sends all the verified applications to each campus Bursar's Office.

If dependent is not enrolled in health, dental or life insurance at CU, the dependent must be verified:

Dependent Eligibility Verification [4]

Between 6/15/2015 and 6/18/2015

Employee enrolls on the first day of the semester/term/session. ***Enrollment prior to the first day of the term or first day of the course start will not be eligible. To include dropping and re-adding of courses.*** Dependents can enroll at any time.

Within two business days of receipt of form, the Bursar's Office will email you with notification of course eligibility.

Before 7/31/2015

Employee or Dependent applies for and authorizes College Opportunity Fund [5], if enrolled as an undergraduate. If COF funds are available to the student, but he/she doesn't use them, the student will be responsible for the tuition amount that would have been paid by COF.

Before 6/22/2015

The campus' Bursar's Office waives the tuition on the student bill.

6/22/2015

Employee/Dependent pays for all fees and any non-waived tuition.

6/22/2015

Employee resubmits **Tuition Waiver Benefit Form** [3] to Employee Services with a list of new courses if the original ones were full. No forms are accepted after this date.

Colorado Springs Non-Degree Seeking Step-by-Step Instructions

Waiver is to be used for the following: MAIN CAMPUS credit granting courses, registered on the term start or course start date (employee use), for a total of 9 credit hours a year and UCCS. *?Waiver only covers student share of tuition, all fees are the student responsibility by the published due date.?*

Applicant Deadlines

CU Tasks

5/1/2015

Employee/Dependent **applies as a non-degree seeking student** [2] at least two weeks before the semester/term/session begins (enrollment for UCCS). *[10/27/14 is the start of registration, but continues through 02/04/2015.]*

Employee Services has five business days from the time you turn in the Tuition Waiver Benefit form to email you after reviewing employment and verifying dependency.

6/22/2015

Employee submits **Tuition Waiver Benefit Form** [3] to Employee Services. [Specific course information is required, be sure to include course number and title as listed on the schedule of courses. I.E. LEAD 5000]

Once a week, Employee Services sends all the verified applications to each campus Bursar's Office.

If dependent is not enrolled in health, dental or life insurance at CU, the dependent must be verified: **Dependent Eligibility Verification Form.** [4]

Between 6/15/2015 and 6/18/2015

Employee enrolls on the first day of the semester/term/session. **Enrollment prior to the first day of the term or first day of the course start will not be eligible. To include dropping and re-adding of courses.** Dependents can enroll at any time. Within two business days of receipt of form, the Bursar's Office will email you with notification of course eligibility.

Before 7/31/2015

Employee/Dependent applies for the **College Opportunity Fund (COF)** ^[5] if taking undergraduate courses. If COF funds are available to the student, but he/she doesn't use them, the student will be responsible for the tuition amount that would have been paid by COF.

Before 6/22/2015

The campus? Bursar's Office waives the tuition on the student bill.

6/22/2015

Employee/Dependent pays for all fees and any non-waived tuition.

6/22/2015

Employee resubmits **Tuition Waiver Benefit Form** ^[3] to Employee Services with a list of new courses if the original ones were full.

UCCS Degree Seeking Step-by-step Instructions

Waiver is to be used for the following: Main Campus credit granting courses, registered on the term start or course start date (employee use), for a total of 9 credit hours a year. UCCS waiver runs from Fall to Summer. (*Waiver only covers student share of tuition, all fees are the student's responsibility by the published due date.*)

Applicant Deadlines

CU Tasks

9/26/2014

Employee/Dependent applies as a degree-seeking student [2]: Online Application for Admission [10/27/14 is the start of registration, but continues through 02/04/15.]

Employee Services has five business days from the time you turn in the Tuition Waiver Benefit form to email you after reviewing employment and verifying dependency.

2/4/2015

Employee submits Tuition Waiver Benefit Form [6] to Employee Services. [Specific course information is required, be sure to include course number and title as listed on the schedule of courses. I.E. LEAD 5000]

Once a week, Employee Services sends all the verified applications to each campus Bursar's Office.

If dependent is not enrolled in health, dental or life insurance at CU, the dependent must be verified: Dependent Eligibility Verification [4]

01/20/2015 or course start date

Employee enrolls on the first day of the semester/term/session. **Enrollment prior to the first day of the term or first day of the course start will not be eligible. To include dropping and re-adding of courses**. Dependents can enroll at any time.

Within two business days of receipt of form, the Bursar's Office will email you with notification of course eligibility.

Before 05/07/2015

Employee/Dependent applies for the College Opportunity Fund (COF) [5] if taking undergraduate courses. If COF funds are available to the student, but he/she doesn't use them, the student will be responsible for the tuition amount that would have been paid by COF.

Before 2/4/2015

The campus' Bursar's Office waives the tuition on the student bill.

2/4/2015

Employee/Dependent pays bill for all fees and additional non-waived tuition.

2/4/2015

Employee re-submits **Tuition Waiver Benefit Form** [6] to Employee Services with a list of new classes if the original classes were full.

UCCS Non-Degree Seeking Step-by-Step Instructions

Waiver is to be used for the following: Main Campus credit granting courses, registered on the term start or course start date (employee use), for a total of 9 credit hours a year. UCCS waiver runs from Fall to Summer. *(Waiver only covers student share of tuition, all fees are the student's responsibility by the published due date.)*

Applicant Deadlines

CU Tasks

9/26/2014

Employee/Dependent **applies as a non-degree-seeking student** [2] at least two weeks before the semester/term/session begins (enrollment for UCCS). *[7/31/14 is the start of registration, but continues through 09/11/14.]*

Employee re-submits Tuition Waiver Benefit Form to Employee Services with a list of new classes if the original classes were full.

2/4/2015

Employee submits **Tuition Waiver Benefit Form** [6] to Employee Services. *[Specific course information is required, be sure to include course number and title as listed on the schedule of courses. I.E. LEAD 5000]*

Once a week, Employee Services sends all the verified applications to each campus Bursar's Office.

If dependent is not enrolled in health, dental or life insurance at CU, the dependent must be verified: **Dependent Eligibility Verification** [4]

01/20/2015 or course start date

Employee enrolls on the first day of the semester/term/session. *Enrollment prior to the first day of the term or first day of the course start will not be eligible. To include dropping and re-adding of courses.*
Dependents can enroll at any time.

Within two business days of receipt of form, the Bursar's Office will email you with notification of course eligibility.

Before 05/07/2015

Employee/Dependent applies for the **College Opportunity Fund (COF)** [5] if taking undergraduate courses. If COF funds are available to the student, but he/she doesn't use them, the student will be responsible for the tuition amount that would have been paid by COF.

Before 02/04/2015

The campus' Bursar's Office waives the tuition on the student bill.

02/04/2015

Employee/Dependent pays bill for all fees and additional non-waived tuition.

02/04/2015

Employee re-submits [Tuition Waiver Benefit Form](#) [6] to Employee Services with a list of new classes if the original classes were full.

Policy

- [Administrative Policy Statement: Tuition Assistance Benefit](#) [7]
- [Section 127 Plan](#) [8]

Tuition Waiver Benefit Details

- [Fact Sheet](#) [9]
- [Eligibility Chart](#) [10]
- [Application Forms](#) [3]

All-Campus Contact

- 303-860-4200, option 3?
tuitionbenefit@cu.edu? [11]

Tuition Benefit FAQ

Courses and Registration

When can I enroll?

You must wait until the first day of the term/semester to enroll into your courses (e.g. if a class starts on Tuesday but the semester started on Monday, you can enroll for the class on Monday. During the summer semester, you can only enroll on the first day of the summer session specific to the course ? Maymester, A, B, C, and/or D).

(Exception: Dependents only on the Colorado Springs campus may enroll in courses prior to the first day of class.)

If I submit the tuition benefit form prior to registering, what happens when the class indicated on the form is full and I end up registering for a different class? Do I need to resubmit the form?

The tuition benefit application form includes eight lines for courses. We suggest that you put down all of the courses you might be interested in taking and that way all of them will be verified in the initial processing. When you go to enroll, choose the one you want and if it is full, keep going down the list until you get one. If they all end up being full, only then will you need to resubmit the form with additional classes noted. If there are no classes available that you can or wish to use, your tuition benefit credits will be available for future use.

Is an independent study course covered by the employee tuition benefit? If so, what do I write in the application under the course number?

Some independent study courses are listed in the course catalog, but not all. If you can't find what you need, contact your campus Registrar's Office to confirm the course number. Include the course number and course subject on the tuition benefit application form that is submitted to Employee Services. The campus Bursar's Office will confirm if this particular independent study course is eligible for use with the waiver. Remember that you must still wait until the first day of the semester to enroll for the independent study course.

How do I find out my student ID/IdentiKey for registering for courses?

Your campus Admissions Office can assist you in getting your student ID. On the Boulder

campus, please also contact the IT Service Center if you have not yet received your online IdentiKey credentials.

- Boulder - 303-492-6301
- Denver - 303-315-2601
- Colorado Springs 719-255-3383
- Boulder IT Service Center
Phone: 303-735-4357 (5-HELP from an on-campus phone)
Email: help@colorado.edu ^[12]

One of the courses I would like to take requires that I get instructor consent. I have been given permission by the professor via email. How do I go about enrolling for this course when it comes time?

Please work with the department and/or the Office of the Registrar to get enrolled in that course.

I'm an employee on the Boulder campus. All of the classes in the course catalog have ended by the time I'm off work at 5 p.m., except for the continuing education and extension courses, which I can't use with the waiver. Am I out of luck?

You are correct that there are no evening courses offered in Boulder except continuing education and extension courses that are not covered by the tuition waiver for faculty and staff. However, as an eligible CU employee you can use your tuition credits at any CU campus including Denver, Anschutz Medical Campus and UCCS. The downtown Denver campus typically offers many evening and online classes that are eligible. As a reminder, if you have any dependents interested in using your waiver, they would have to attend Boulder classes only.

Application form

Where do I submit the tuition benefit application form?

You can scan and attach the scanned document to an email to tuitionbenefit@cu.edu ^[11] or fax it to 303-860-4299. This contact information is located at the bottom of the last page of the Tuition Waiver Benefit form.

Which must be submitted first, the Faculty/Staff Tuition Benefit Form or the graduate non-degree application?

The application and the tuition benefit form can be submitted simultaneously; however, they must be submitted at least two weeks prior to the start of the semester. You must be verified and course eligibility must be determined before the Registrar's Office will allow you to enroll into your courses.

Does the tuition benefit form need to be submitted for my daughter prior to her

registering in the class (on the day classes start)?

It is best to turn in the form prior to the start of class. Employee Services needs to verify yours and your daughter's eligibility, then the Bursar's Office needs to verify the course eligibility and setup the financial processing. If eligibility is denied on either of those, you will have to pay for the course if she continues in it.

Boulder campus: If a dependent chooses to withdraw from a course for which they are using the tuition benefit, please visit the [Withdrawal and Dropping Information website](#) ^[13].

I have previously submitted the tuition benefit form for two graduate courses. I have since decided to change the two courses I would like to take. Do I just resubmit the benefit form with the new courses listed?

Yes, you will need to resubmit the form with the new courses listed. These new courses will also need to be verified for eligibility by the campus Bursar's Office. However, this must be done by the Tuition Waiver Benefit deadline date provided.

What is the CU department number on the tuition benefit application form?

The department number is a 5 digit designation for the CU department that employs you. Your HR representative should be able to tell you the number.

The tuition benefit application form asks for a student ID number. I am an employee and not currently a student so how do I get a student ID?

First you must submit either a degree or non-degree seeking application to the Admissions Office for the campus at which you hope to attend classes. Once your application is received, you will be given a student ID number. It may take 3-4 days for your application to be processed and the student ID to be communicated to you. You also can call or visit the campus Admissions Office after 2 days, and they can tell you your student ID. In the meantime, you can submit your tuition waiver benefit application form without a student ID to get the process started.

Billing, Fees, Costs

What are the fees and additional non-waived tuition not covered by the benefit?

Because student fees and tuition costs vary at each campus, you should contact your campus bursar's office directly.

Boulder: 303-492-5381

Denver: 303-315-1800

Colorado Springs: 719-255-3391

What is the tax impact of the tuition waiver?

Answer: The tax impact of using the tuition waiver benefit will vary based on an employee's income level and usage of the benefit.

For undergraduate-level tuition waiver benefit provided to an employee, spouse or dependent (as defined for tax purposes): Any amount provided is excludable from employee wages. It is not reportable by the employer, and is not taxable to the employee. [Pursuant to Internal Revenue Code section 117(d), "Qualified Tuition Reduction"]

For graduate-level tuition waiver benefit provided to an employee: The university has a "Section 127 Educational Assistance Program" in place, which allows exclusion of up to \$5,250 per calendar year. This exclusion applies to employees only. [Pursuant to Internal Revenue Code section 127, "Educational Assistance Programs"]

For graduate-level tuition waiver benefit provided to an employee in excess of the \$5,250 exclusion allowed per calendar year: the benefit in excess of \$5,250 is *taxable to the employee*. It is reportable on Form W-2 as wages, subject to applicable income tax withholding and payroll taxes. It is not considered as salary from which retirement contributions to the mandatory retirement plans can be made (i.e., PERA's defined benefit plan or CU's Optional Retirement Plan), although it is "includable compensation" from which elective deferrals can be made for PERA's 401(k), the University's 403(b), and the State's -- now PERA's -- 457(b) elective deferral plans.

For graduate-level tuition waiver benefit provided to an employee's dependent (i.e., spouse and dependents as described above): the benefit is *taxable to the employee*. It is reportable on Form W-2 as wages, subject to applicable income tax withholding and payroll taxes. It is not considered as salary from which retirement contributions to the mandatory retirement plans can be made (i.e., PERA defined benefit plan or CU's Optional Retirement Plan), although it is "includable compensation" from which elective deferrals can be made for PERA's 401(k), the University's 403(b), and the State's -- now PERA's -- 457(b) elective deferral plans.

For an SGBP dependent (child and/or spouse) of or an employee's dependent child who is not eligible to be claimed as a dependent on the employee's Federal Individual Income Tax Return: the benefit is *taxable to the employee*. It is reportable on the employees Form W-2 as wages, subject to applicable income tax withholding and payroll taxes. It is not considered as salary from which retirement contributions to the mandatory retirement plans can be made (i.e., PERA defined benefit plan or CU's Optional Retirement Plan), although it is "includable compensation" from which elective deferrals can be made for PERA's 401(k), the University's 403(b), and the State's -- now PERA's -- 457(b) elective deferral plans.

Tuition Benefit Usage

When does the year begin and end for the 9 credit hours per year?

All campuses run the tuition benefit program beginning with the fall semester through the following summer.

I am planning to take all 9 credit hours in the fall semester, but it is possible that I will split that number between fall and spring next year? Can I submit the form now for 9 credit hours, and if I only register for 4, submit a new form for the spring asking for 5 credits?

You can submit the form for 9 credit hours and only the credits that you enroll for will be deducted from the 9-hour total. You can then use any left-over credits in the spring semester.

I'm a CU-Boulder employee and I am interested in taking a course at CU-Denver using the tuition benefit. I already completed and submitted the Tuition Waiver Benefit form. I would like to know if I need to fill out a non-degree seeking student application form to CU-Denver if I have never taken a course there before.

If you are not currently active at the campus as either a degree-seeking or non-degree student, you will need to submit an admission application.

I'm a CU employee interested in pursuing a master's degree. Can I use the tuition waiver benefit?

Yes, you can use your tuition waiver benefit for up to 9 credit hours each year for undergraduate or graduate credit-granting courses, based on eligibility of you and the courses.

Is it possible to take any courses offered through the School of Medicine, the Physician Assistant School or the Physical Therapy program using the tuition benefit waiver?

You are able to take courses at these schools as long as you meet the criteria to take the course (prerequisites, etc.) and the courses are being offered through a CU campus. Once you submit your tuition benefit form, the Denver campus will evaluate your courses for eligibility and let you know if you can take it or if there is a reason it is excluded.

[Go Back to Tuition Benefit Home](#) ^[14]

Attachments:

Video:

Images:

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits - Tuition Benefit UCCS Deadlines

ES: Benefits - Tuition Benefit UCCS Contacts

ES: Benefits - Tuition Benefit UCCS Quick Links

Source URL: <https://www.cu.edu/employee-services/tuition-waiver-benefit-colorado-springs-campus>

Links:

[1] <https://www.cu.edu/employee-services/tuition-waiver-benefit-colorado-springs-campus>

[2] <http://www.uccs.edu/admissions.html>

[3] <https://www.cu.edu/employee-services/tuition-benefit-application-forms>

[4] <https://www.cu.edu/employee-services/policies/dependent-eligibility-verification>

- [5] <https://cof.college-assist.org/>
- [6] https://www.cu.edu/sites/default/files/Tuition_Waiver_Benefit_Application_Form_4-30-2015.pdf
- [7] <https://www.cu.edu/ope/aps-5024-tuition-assistance-benefit>
- [8] <https://www.cu.edu/sites/default/files/policies/docs/Section127Plan.pdf>
- [9] <https://www.cu.edu/sites/default/files/TuitionBenefitFacts.pdf>
- [10] <https://www.cu.edu/employee-services/policies/tuition-benefit-eligibility-chart>
- [11] <mailto:tuitionbenefit@cu.edu>
- [12] <mailto:help@colorado.edu>
- [13] <https://bursar.colorado.edu/resources/tuition-benefit/withdrawal-dropping-information/>
- [14] <https://www.cu.edu/employee-services/employee-tuition-waiver-benefit>