

UCCS ^[1]

Summer 2019 applications: The Summer 2019 Tuition Assistance application is now open as of May 1, 2019.

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.

- Summer 2019
- Fall 2019
- Spring 2019

Check your eligibility

You must be ^[2]:

- In a regular, non-temporary benefits eligible job code ^[2]
- 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 Colorado Springs before the semester begins

Deadline: May 1, 2019

- If you are taking classes informally, complete the non-degree application ^[3].
- If you are taking classes toward a specific degree, complete the degree application ^[4].

Submit the tuition assistance benefit application in the employee portal

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: June 11, 2019

- 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 [8] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
 - Dependents [9]
 - Employees [10]

Colorado Resident Undergraduates - Apply for the College Opportunity Fund

Application deadline: Dec. 1, 2019

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund [11] (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: June 18, 2019

- 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 ^[12].

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

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.

Check your eligibility

You must be ^[2]:

- In a regular, non-temporary benefits eligible job code ^[2]
- 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 Colorado Springs before the semester begins

Deadline: May 1, 2019

- If you are taking classes informally, complete the non-degree application ^[13].

- If you are taking classes toward a specific degree, complete the degree application [13].

Submit the tuition assistance benefit application in the employee portal

Deadline: Sept. 12, 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. Once Employee Services determines your eligibility, you'll receive another email confirmation.

Register for your courses

Dependents Register: On designated registration day [14]

Employees Register: Aug. 26, 2019

- 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 [8] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
 - Dependents [9]
 - Employees [10]

Colorado Resident Undergraduates - Apply for the College Opportunity Fund

Application deadline: Dec. 14, 2019

- If you or your dependent are taking undergraduate courses and are a Colorado resident,

apply for the College Opportunity Fund ^[11] (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. 12, 2019

- 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 ^[12].

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Deadline: Sept. 12, 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 ^[2]:

- In a regular, non-temporary benefits eligible job code ^[2]
- 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 Colorado Springs before the semester begins

Deadline: Dec. 1, 2018

- If you are taking classes informally, complete the [non-degree application](#) [13].
- If you are taking classes toward a specific degree, [complete the degree application](#) [13].

Submit the tuition assistance benefit application in the employee portal

Deadline: Feb. 6, 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.

If you'd like to use your credits at Pikes Peak Community College, [please fill out this tuition waiver form](#) [15].

Video instructions

[Employee Application](#) [16]

[Dependent Application Option A – Home Campus](#) [17]

[Dependent Application Option A – Home Campus - Boulder](#) [18]

[Dependent Application Option B – Other Campus](#) [19]

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 ^[14]

Employees Register: Jan. 22

- 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 ^[8] add/drop course deadlines.
- Course eligibility depends on the person who is using the benefit:
 - Dependents ^[9]
 - Employees ^[10]

Colorado Resident Undergraduates - Apply for the College Opportunity Fund

Application deadline: May 9, 2019

- If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund ^[11] (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. 6, 2019

- 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 ^[12].

Resubmit Tuition Assistance Benefit Application for new courses, if necessary

Deadline: Feb. 6, 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

HCM Community

Right Sidebar:

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

ES: Benefits - Tuition Benefit UCCS Quick Links

Source URL: <https://www.cu.edu/hcm-community/benefits-wellness/new-employee/tuition-assistance/uccs>

Links

[1] <https://www.cu.edu/hcm-community/benefits-wellness/new-employee/tuition-assistance/uccs>

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

[3] <https://www.colorado.edu/node/1057/attachment/newest>

[4] <https://www.colorado.edu/admissions>

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

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

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

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

[9] <https://www.cu.edu/employee-services/benefits-wellness/new-employee/tuition-assistance/dependent-options>

[10] <https://www.cu.edu/employee-services/tuition-assistance-benefit-employees>

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

[12] <http://www.uccs.edu/~bursar/>

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

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

[15] [https://www.uccs.edu/Documents/hr/Forms%20and%20Templates/UCCS-PPCC%20Faculty%20Staff%20Tuition%20Waiver_2012%20July\(0\).pdf](https://www.uccs.edu/Documents/hr/Forms%20and%20Templates/UCCS-PPCC%20Faculty%20Staff%20Tuition%20Waiver_2012%20July(0).pdf)

[16] <https://vimeo.com/306041536>

[17] <https://vimeo.com/306041387>

[18] <https://vimeo.com/306041440>

[19] <https://vimeo.com/306041471>