

State of Colorado Tuition Reimbursement Request Form 2023-24

Instructions

Complete, sign, date, and submit this form to Employee Services for reimbursement of approved State of Colorado tuition costs and attach a transcript of your grades.

Employee Information

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Employee ID Number – **REQUIRED Job Title Date of Hire**

Name (Last) (First) (Middle Initial)

Campus of Employment Educational Institution of Registration

Personal Telephone Email Address

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| --- | --- | --- |
| Type of Education Course | Reimbursable Tuition Expense | Reimbursement Request |
| *i.e., Language Classes* | *i.e., books, fees* | *50% of eligible expenses* |
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Authorization and Signature – Read, Sign and Submit

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I certify that the tuition reimbursement amount requested complies with the requirements of the State Tuition Reimbursement Program. I certify that my classes have been pre-approved, that I am in good standing with a satisfactory performance record, have at least one year of CU service and understand that I may be eligible for reimbursement of related expenses under the State's Tuition Reimbursement Program.  I understand that I must receive approval and submit proof of completion to Employee Services to receive any State reimbursement.  I understand that if I receive reimbursement under the State program, I must remain employed with the university for a minimum of one year from the date of reimbursement or refund the full amount of such reimbursement to the State.

Signature: Date:

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| --- | --- | --- |
| **ELECTONICALLY**  If you are ready to submit your form, click on the submit button.  **SUBMIT** | **BY MAIL**  Make a copy for your records and send the original to:  University of Colorado Employee Services  1800 Grant Street, Suite 400  Denver, Colorado 80203 | **BY FAX (secured)**  303-860-4299  Keep a copy of the fax transmission report with your form for your records. |

Documents Needed for Reimbursement – Employee Services Use Only

🞎 Pre-Approved Application in file

🞎 Copy of transcripts of grades

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Notification sent to State of Colorado for reimbursement

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Employee Services | SOC Tuition Reimbursement Program

Revised: July 24, 2023 | [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu)