

# Tuition Assistance Benefit (TAB): Appeal Process

## APS 5024 – Section III – Appeal Process

This document describes the process to file a TAB appeal.

Employee Services (ES) is responsible for determining eligibility and administering TAB per APS 5024. However, there may be occasions when employees feel they have grounds to appeal ES' policy determination, specific to campus registration guidelines or application requirements.

If an employee does not agree with ES' policy determination and has documented information supporting extenuating circumstances or events out of the employee's control, the employee may choose to appeal to the campus of enrollment's CFO.

### Initiate an Appeal

All required documents for a TAB appeal must be received by Employee Services (ES) within five (5) business days following the close of the campus enrollment period.

1. Complete the Tuition Assistance Benefit Appeal Form.
2. Send completed Appeal Form and relevant documentation, to ES' Tuition Assistance team at [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu).
3. Within six (6) days following the close of the last open enrollment date, ES will collect and provide the written appeal and summary to each campus bursar/registrar's office for review.
4. A member(s) from each campus and the TAB Program Coordinator will meet to review and provide a recommendation on the appeal(s).
5. The appeal(s) including a recommendation of Approval or Denial will be forwarded to the campus of enrollment's CFO for approval/signoff.
6. Within five (5) business days of receipt, the campus of enrollment's CFO will make the final determination of Approval or Denial and notify ES of the determination.
7. ES will email the final determination to the employee within three (3) business days of the receipt of notice of the appeal determination.
8. If appeal is approved, the employee will provide a completed TAB application to [tuitionbenefit@cu.edu](mailto:tuitionbenefit@cu.edu) within three (3) business days of receipt of approval notice to employee.