

## **UCCS** <sup>[1]</sup>

### **Summer 2025 applications open May 1**

Tuition Assistance Benefit applications for the Summer 2025 semester will open May 1, 2025.

**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 2025
- Spring 2025
- Fall 2024

## **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:** June 9, 2025

If you are taking classes informally, complete the non-degree application <sup>[2]</sup>.

If you are taking classes toward a specific degree, complete the degree application <sup>[2]</sup>.

### **Register for your courses**

**Dependents and Employees Register:** On designated registration day <sup>[3]</sup>

- Employees no longer have to wait until 7 days prior to the start of the semester to enroll.
- 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 <sup>[3]</sup> add/drop course deadlines.
- **Note:** If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact the UCCS Bursar's Office at [uccstab@uccs.edu](mailto:uccstab@uccs.edu) <sup>[4]</sup>.

## **Pay fees and non-waived tuition**

**Deadline:** June 17, 2025

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 <sup>[5]</sup>.

## **Colorado Resident Undergraduates - Apply for the College Opportunity Fund**

**Application deadline:** July 25, 2025

**Authorization deadline:** July 25, 2025

If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund <sup>[6]</sup> (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.

## **Tuition Assistance Steps and Deadlines**

### **Check your eligibility**

You must be:

- In a regular, non-temporary benefits eligible job code <sup>[7]</sup>,
- 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.
  - Employees who receive a tuition waiver and are not eligible on the application deadline will have their tuition waiver reversed.

### **Apply for the Tuition Assistance Benefit**

**Application opens:** May 1, 2025

## **Application deadline: June 17, 2025**

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 left 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](mailto: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](mailto:uccstab@uccs.edu) [4].

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

**Deadline:** June 17, 2025

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. 29, 2025

If you are taking classes informally, complete the non-degree application [2].

If you are taking classes toward a specific degree, complete the degree application [2].

**Register for your courses**

**Dependents and Employees Register:** On designated registration day [3]

- Employees no longer have to wait until 7 days prior to the start of the semester to enroll.
- 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 [3] add/drop course deadlines.
- **Note:** If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact the UCCS Bursar's Office at [uccstab@uccs.edu](mailto:uccstab@uccs.edu) [4].

**Pay fees and non-waived tuition**

**Deadline:** Feb. 5, 2025

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 1, 2025

## Authorization deadline: May 7, 2025

If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the [College Opportunity Fund](#) <sup>[6]</sup> (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 have been covered by COF.

## Tuition Assistance Steps and Deadlines

### Check your eligibility

You must be:

- In a regular, non-temporary [benefits eligible job code](#) <sup>[7]</sup>,
- 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. 2, 2024

**Application deadline:** Feb. 5, 2025

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](#) <sup>[8]</sup>.
2. Open the **CU Resources** dropdown menu (at the top left 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](#) <sup>[9]</sup>. 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](mailto:tuitionbenefit@cu.edu) <sup>[10]</sup> 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](mailto:uccstab@uccs.edu) <sup>[4]</sup>.

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

**Deadline:** Feb. 5, 2025

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: Aug. 21, 2024**

If you are taking classes informally, complete the non-degree application <sup>[2]</sup>.

If you are taking classes toward a specific degree, complete the degree application <sup>[2]</sup>.

## **Register for your courses**

## **Employee and Dependents Register: On designated registration day <sup>[3]</sup>**

- Employees no longer have to wait until 7 days prior to the start of the semester to enroll.
- 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.

## **Add/Drop Deadline: Sept. 12, 2024**

- Please refer to the academic calendars <sup>[11]</sup>.

**Note:** If you add, swap, withdraw, or drop a course after your tuition waiver is applied, please contact the UCCS Bursar's Office at [uccstab@uccs.edu](mailto:uccstab@uccs.edu) <sup>[4]</sup>.

## **Pay fees and non-waived tuition**

## **Deadline: Sept. 12, 2024**

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 <sup>[5]</sup>.

## **Colorado Resident Undergraduates - Apply for the College Opportunity Fund**

### **Application deadline: Dec. 13, 2024**

### **Authorization deadline: Dec. 13, 2024**

If you or your dependent are taking undergraduate courses and are a Colorado resident, apply for the College Opportunity Fund <sup>[6]</sup> (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.

## **Tuition Assistance Steps and Deadlines**

## Check your eligibility

You must be:

- In a regular, non-temporary [benefits eligible job code](#) <sup>[7]</sup>,
- 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:** Aug. 1, 2024

**Application deadline:** 11:59 p.m. Sept. 12, 2024

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](#) <sup>[8]</sup>.
2. Open the **CU Resources** dropdown menu (at the top left 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](#) <sup>[9]</sup>. 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

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- 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:

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

**Deadline:** 11:59 p.m. Sept. 12, 2024

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.

## **Upcoming application opening dates:**

- Summer 2025: May 1, 2025
- Fall 2025: Aug. 1, 2025
- Spring 2026: Dec. 1, 2025

### **Groups audience:**

Employee Services

### **Right Sidebar:**

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

ES: Benefits - Tuition Benefit UCCS Quick Links

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**Source URL:**<https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/uccs>

### **Links**

[1] <https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/uccs>

[2] <https://www.uccs.edu/admissionsenrollment/apply-uccs-today>

[3] <https://www.uccs.edu/admissionsenrollment/calendar> [4] <mailto:uccstab@uccs.edu>

[5] <https://www.uccs.edu/bursar/> [6] <https://cof.college-assist.org/> [7] [https://www.cu.edu/docs/benefit-](https://www.cu.edu/docs/benefit-eligibility-matrix)

[eligibility-matrix](https://www.cu.edu/docs/benefit-eligibility-matrix) [8] <https://my.cu.edu> [9] <https://www.cu.edu/docs/dependent-eligibility-verification>

[10] <mailto:tuitionbenefit@cu.edu> [11] <https://www.uccs.edu/admissionsenrollment/calendar#fall-events>