

EMPLOYEE TUITION ASSISTANCE APPLICATION

The Tuition Assistance Program Application is a two part process:

Part I: A request for reimbursement must be approved by your supervisor and submitted to Human Resources by the census date for the term of attendance in order for courses to be considered for reimbursement after the semester has concluded. Please note any changes to courses after initial approvals will not be eligible for reimbursement, unless additional approvals are received by the required deadline.

Part II: Additional submissions after completion of courses due to Human Resources by the stated submission deadlines for processing reimbursements that were requested and approved through Part I of the application.

Instructions

- 1. System President Procedure (SP) 3-60e** outlines the procedure for the Tuition Assistance Program. Failure to follow the procedure, incomplete applications, and missed deadlines will result in denial of reimbursement.
- 2. Deadlines:** Requests for tuition reimbursement must be approved by the employee's supervisor and Human Resources AND submitted to the employee's Human Resources office by the published census date for the term of attendance at the college providing the class.
- 3. Maximum Reimbursement:** Tuition reimbursement will be calculated from the Fall, Spring, and Summer 2021/2022 resident rate of \$247.35 per credit hour. Some courses may charge a differential (e.g. online courses) or course fee. These differentials and fees are not eligible for reimbursement. When calculating final reimbursements, any financial aid, scholarships, or grants received by the student, including COF, will be deducted from the allowable reimbursement.
- 4. Maximum Credit Hours:** Reimbursement cannot exceed 12 credit hours per semester and 24 credit hours per year (the year starts with the Fall semester). Only courses listed in Part I of approved applications will be considered for reimbursement in whole or in part upon submission of additional documentation. Any changes to courses requires additional approvals, by the established census date.
- 5. Age Eligibility for Children:** Children must have completed high school or received their GED prior to the term for which they are applying. Children 26 or older in the month of September of the year of reimbursement are not eligible for reimbursement under this Program.
- 6. Dependent Status:** Applications for a spouse, domestic partner or child, not currently covered on your health or dental plan, must include proof of dependency (birth certificate, marriage certificate, affidavit of domestic partnership, etc.) for HR to verify eligibility. Reimbursement for a domestic partner is considered taxable income and will be run through payroll.
- 7. Colorado Opportunity Fund (COF):** All employees and their dependents must apply for COF to receive reimbursement. The established COF stipend of \$94 will be deducted from ALL reimbursements unless you are able to provide confirmation documentation that the student's COF has been exhausted. You must include this confirmation documentation with your final submission for reimbursement.

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8. **FAFSA (Free Application for Federal Student Aid):** Eligible employees and their dependents are encouraged, but not required, to fill out a FAFSA financial aid form for the year in which they are attending courses.
9. **Approvals:** When you have completed Part I of the application, print the form, sign the form and get your supervisor's signature. Submit the signed form to the Human Resources department at the college where you are employed by the applicable census date. Human Resources will route completed Part I applications for FOAP approval and President or designee approval. Human Resources will retain original approved Part I applications until the corresponding employee has submitted their additional documentation after completion of the approved course(s).

PART I: Employee Request and Approvals for Tuition Assistance

(Requests for tuition assistance must be signed, approved by the employee's supervisor and submitted to human resources by the census date for the term of attendance at the college providing the class in order to be considered for reimbursement. Any changes to your course schedule require additional approval by the census to be reimbursed.)

Employee Information

Employee Name: _____ Employee S #: _____

College of Employment: _____ Campus: _____

Position Title: _____

Student Information

Student's Name: _____ Student S #: _____

Student's College of Attendance: _____ Semester: _____

Students Relationship to Employee: _____

If the student employee's child, include date of birth: _____

Course Information

Only courses listed below will be considered for reimbursement.

Course Number	Course Title	Course Credits	Census Date



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Approvals

Only Applications approved by the supervisor and received in Human Resources by the census date will be accepted

By signing below, I confirm the courses requested for reimbursement by the employee are job related, applicable to a degree, or career enhancing. For dependents, the courses are for credit.

Employee Supervisor Name: _____

Employee Supervisor Signature: _____ **Date:** _____

By signing below, I confirm the applicant is an eligible employee and that if applicable, the dependent has been verified as eligible under the Tuition Assistance Program procedure (SP 3-6oe).

HR at College of Employment Name: _____

HR at College of Employment Signature: _____ **Date:** _____

Human Resources will route completed applications for FOAP approval and President or designee approval. Human Resources will retain the original approved application until the employee submits additional documentation.

Fund: _____ **Org Code:** _____

Account (choose one): Non-Classified Employee | 620500 Non-Classified Dependent | 620510
 Classified Employee | 640500 Classified Dependent | 640510

Signature of Org Code Owner at College of Employment: _____

President (or Designee) Approval at College of Employment: _____

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PART II: Additional Submission Process

Only submissions for employees with previously approved requests for reimbursement will be accepted

1. Following the completion of the course(s) previously approved for reimbursement, employees must submit the following to their Human Resources office:
 - a. A final tuition bill showing payments including any financial aid, scholarships, or grants applied toward the tuition.
 - i. If final tuition bill does not show COF, COF will be deducted from the reimbursement unless the employee submits confirmation documentation that the student's COF has been exhausted.
 - ii. The bill must be dated within two weeks of submission.
 - b. Record of grades for the requested courses for reimbursement showing a grade of C or better.
 - i. Reimbursement will not exceed that allowable under SP 3-6oe.
2. Include the employee name and S Number on submitted paperwork in order to match up submissions to initial approved applications.
3. Deadlines for additional submissions:
 - » Fall 2021: No later than 1/31/2022
 - » Spring 2022: Preferably by 5/31/2022 but no later than 6/30/2022 or within one week of the end of class for classes ending after 6/30/2022
 - » Summer 2022: No later than 9/30/2022
4. Human Resources will submit original approved application, dated bill, and grades for eligible student to the fiscal office. HR will retain a copy of these materials and any original documentation confirming dependent eligibility.

Date final tuition bill and transcript provided to Human Resources: _____

HR Initials: _____

Delivery method to fiscal office: _____

Date delivered to fiscal office: _____

PART III: Reimbursement

For fiscal office processing

1. Fiscal office will calculate the appropriate reimbursement and distribute to the employee.
2. Fiscal office will provide payroll with information for any taxable benefit related to domestic partners