

CU-DENVER

Employee Waiver Information

POLICY:

Employees of the University of Colorado four campus system, Auraria, Community College of Denver and Metropolitan State College of Denver are eligible for up to six semester hours of tuition credit per fiscal year, which begins summer semester. Continuing education and Extended Studies courses including the SAVE program are excluded.

Employees who are classified staff, unclassified professional, administrative officers and faculty at the rank of instructor and above who are on a full-time appointment, may receive the full benefit. Those employees who are appointed for less than full-time may receive a benefit proportional to the percentage of time employed in a fiscal year.

Temporary employees, hourly employees, teaching assistants, student employees or honorarium faculty are not eligible for a faculty/staff waiver.

PROCEDURE:

Complete the application process as stated in the Schedule of Courses.

*Obtain the tuition waiver form **two weeks prior to the first day of class** at the institution where you are employed. For CU-Denver employees, forms are available from the Office of Records & Registration or on the WEB. <http://carbon.cudenver.edu/public/cat/FormsMenu.html>*

Obtain Supervisor signature - Required for processing.

***Student fees must be prepaid prior to registration.** Please contact the Bursar's office at 303-556-2710 or consult the Schedule of Courses for questions regarding fees and tuition. Tuition bills should be paid promptly to avoid service charges.*

Registration begins the first day of each semester via telephone or the web. Registrations prior to the first day will be charged full tuition.

Restrictions:

To waive your tuition, you must wait to register on a space available basis on or after the first day of each semester. (Classes must be open & available)

***Wait listing is not allowed.** If the course is closed, you must wait until the end of the wait list period to register. Instructor approval may be required.*

You may not enroll during regular registration, then drop the course(s) and re-enroll using the waiver.

If you are employed at AHEC, Boulder, HSC or UCCS you are not eligible to waive MSCD or CCD pooled classes.

MSCD and CCD employees may only waive CU-Denver undergraduate courses.

Waiver forms must be received in the Registrar's Office by the close of business on the last day of the drop/add period for the semester. Consult the schedule of classes for the specific date of each semester.

(Forms received after this date will not be processed)

For additional information please call Cheryl Apodaca @ 303-556-4271 or Email Cheryl.Apodaca@cudenver.edu