

**Colorado Community College System  
Tuition Reimbursement  
FAQs**

**Tuition Reimbursement Procedure and Eligibility**

**1. Where can I find a copy of the CCCS Tuition Reimbursement Procedure?**

The tuition reimbursement procedure is part of [System Procedure 3-60a – Employee Benefits](#). All Board policies and System procedures can be found on the CCCS website at <https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>.

**2. Who is eligible to apply for CCCS tuition reimbursement?**

Per System Procedure 3-60a, benefit eligible APT and faculty and permanent classified employees, and their eligible dependents, may apply for tuition reimbursement at CCCS colleges. Benefit eligible APT and faculty are those that are employed at .75 FTE or greater and qualify for participation in the SBCCOE Benefit Plan.

**3. Who are eligible dependents?**

An eligible dependent is anyone who is currently enrolled in or eligible for enrollment in the employee's SBCCOE or State of Colorado health or dental benefit plan.

**4. What if my dependents are not on my health/dental plan, are they still eligible for tuition reimbursement?**

Yes. Even though they are not on your plan, if they meet the criteria to be considered for the health/dental plan you can still request tuition reimbursement. And they do not need to be added to your health/dental plan to qualify for tuition reimbursement.

You will need to provide proof of eligibility (e.g. marriage certificate, birth certificate) for all dependents not currently enrolled in your health/dental plan to Human Resources with your tuition reimbursement application.

**5. Are there age limits for children to be eligible for tuition reimbursement?**

Yes. Children must have received their high school diploma or GED prior to the first term in which they are applying for reimbursement. In addition, dependent children may be no older than 26 years old in the month of September for the calendar year in which they are taking courses for reimbursement. This means dependent children that have turned or will be 27 by September of the calendar year in which they are taking courses are no longer eligible for tuition reimbursement under the CCCS tuition reimbursement procedure.

**6. What if my high school child wants to take a course at one of the CCCS colleges?**

To be eligible for tuition reimbursement under this program your dependent must have obtained their high school diploma or GED. If your child is still in high school you can consider alternative options for taking college courses such as concurrent enrollment. You can also look into available scholarships or alternative funding through financial aid.

**7. What classes are eligible for reimbursement?**

For employee, for credit and developmental education courses that are job related, career enhancing, or applicable to a degree are eligible for reimbursement.

For dependents, for credit courses that are applicable to a degree or certificate are eligible for reimbursement.

**8. What courses are job related or career enhancing?**

Per SP 3-60a, job related and career enhancing courses include the following:

- Those that provide training for employees to assist in meeting the qualifications for a CCCS position;
- Those that provide training in the use of new or modified methods and equipment;
- Those that provide training in skills and knowledge to keep the employee's knowledge current with advancements in their field; and/or
- Those that provide training in skills and knowledge that may be beneficial to the College or System Office.

**9. If my supervisor requests I take a course to provide training in skills and knowledge necessary for my job, do I have to go through the tuition reimbursement process?**

You should discuss options with your supervisor. Depending on the circumstances, there may be professional development funds that could be used, which require available budget.

The College or System Office should consider alternative professional development funds and processes for employees to take job specific courses.

**10. Can I take courses at another college or university outside CCCS and receive tuition reimbursement?**

Not under the CCCS tuition reimbursement benefit described in SP 3-60a. Your college or the system office may have an established educational assistance program, in addition to the CCCS tuition reimbursement benefit, that allows for such tuition assistance. These programs will be documented and communicated to employees and are subject to available funds and limits of the defined program(s).

## **Application and Deadlines**

**11. Where can I get a Tuition Reimbursement Application?**

The application can be found on the CCCS website: [https://internal.cccs.edu/wp-content/uploads/documents/Tuition-Reimbursement-Application\\_Updated-07.2022.pdf](https://internal.cccs.edu/wp-content/uploads/documents/Tuition-Reimbursement-Application_Updated-07.2022.pdf)

**12. When do I apply for reimbursement?**

Employees must submit an application for reimbursement prior to the drop/add (census) date of the term at the college in which classes are being taken.

**13. What is the drop/add (census) date?**

This is the last date to remove or add a class during the term without penalty. Each college establishes the drop/add (census) date for each term. You can check the course catalog or registrar's office for the applicable date for the term in which you are taking courses.

**14. Do I have to complete the Free Application for Federal Student Aid (FAFSA) to apply for tuition reimbursement?**

While not required, it is recommended all students complete the Free Application for Federal Student Aid (FAFSA) to identify potential aid in which they are qualified. Many forms of aid are provided up front, reducing the money out of pocket you must pay.

**15. Do I have to apply for the College Opportunity Fund (COF)?**

Yes. All students must apply for the College Opportunity Fund (COF) in order to receive a discount on tuition.

**16. What if I do not apply for the College Opportunity Fund (COF)?**

Even if you do not apply, the amount of COF applicable to the related credit hours will be deducted from your eligible reimbursement.

**17. What if I have exhausted my COF, will it still be deducted?**

No. But you must provide documentation demonstrating you have exhausted COF, each time you submit for reimbursement. When provided, the reimbursement will not be further reduced for COF. If you are unable to, or neglect to provide documentation, COF will be deducted from your reimbursement. COF balances can be confirmed and printed at the College Assist website: <https://cof.college-assist.org/>.

**18. What if my (my dependent's) course schedule changes after I submit my application?**

If your schedule changes after you submit your application for reimbursement, notify Human Resources as quickly as possible so your application can be updated. If you wait to submit your course schedule changes until submitting your final bill, you may not be eligible for the full reimbursement.

**General Tuition Reimbursement Procedure Questions**

**19. If I change positions during the semester in which I have requested reimbursement, will I still be eligible for reimbursement?**

To be eligible for reimbursement, you must maintain status in a benefit eligible APT/faculty or permanent classified position. If you change positions but remain in a benefit eligible APT/faculty or permanent classified position, you will remain eligible for tuition reimbursement. If you change to a temporary position, you will not be eligible for tuition reimbursement.

If you change colleges within the system after you have submitted a reimbursement request, work with your Human Resources office about transferring your application.

**20. Do I have to take courses at the college where I am employed?**

No. Tuition reimbursement is applicable to courses taken at any college within the Colorado Community College System. Tuition reimbursement applications are submitted to the Human Resources office at the college where the employee works, regardless of where the student is taking courses.

**21. What if the course I want to take is during my regular work hours?**

You must receive prior approval from your supervisor to attend class during regular work hours. If approval is granted, an Alternative Work Schedule or statement of requirements to use personal leave during work hours must be documented and approved and submitted to Human Resources in advance of the start of the class.

**22. Is tuition reimbursement taxed?**

Qualified tuition reimbursed for courses taken through the CCCS tuition reimbursement program is not taxable under the Internal Revenue Code until it exceeds \$5,250 in a calendar year. This limit is collective, not per student in the same household.

**23. What happens when my reimbursement exceeds \$5,250?**

The reimbursement in excess of \$5,250 in each calendar year will be taxed through payroll. You will see this additional tax on your pay stub.

## **Reimbursements**

### **24. What are the reimbursement limits?**

Reimbursement is limited to 15 credit hours in a semester and 30 credit hours per academic year, running Fall – Spring – Summer, per student.

### **25. What if multiple people in my household are taking courses, do they all qualify for reimbursement?**

Reimbursement limits are per student. Meaning, if you and your dependent are taking courses the same semester, each of you are eligible for reimbursement up to 15 credit hours a semester, 30 in an academic year. Similarly, if you have two dependents taking courses in the same semester, each are eligible for reimbursement up to 15 credit hours a semester, 30 in an academic year.

### **26. Can I qualify for tuition reimbursement if I receive other tuition assistance?**

Yes. However, under no circumstances will CCCS reimburse an employee an amount that exceeds the student's personal financial obligation. Any aid received by the student, aside from loans, will be deducted from the eligible reimbursement on a pro-rated basis based on the student's full schedule.

### **27. Will I be reimbursed for tuition and fees?**

Employees will be reimbursed for tuition and course related fees, except online course differentials. Examples of reimbursable fees include lab fees, digital content fees, and material fees assigned to a course. Non course related fees such as parking, bond, bus passes, health club or event center fees, etc. are not reimbursable.

Dependents will be reimbursed for tuition only at the resident tuition rate approved by the Board each year. Course related fees will not be reimbursed for dependents.

### **28. What if the course I want to take is only offered online and there is an online course differential?**

Online course differential costs are only reimbursable to employees if the course is only offered online at the college of attendance, and Chancellor/President approval is received at time of application. Dependents are not eligible for reimbursement of online course differential fees.

### **29. How do I get Chancellor/President approval for reimbursement of an online course differential cost?**

There is a Chancellor/President approval form at the end of the Tuition Reimbursement Application. This form must be completed and submitted to Human Resources with your tuition reimbursement application. Human Resources will assist with obtaining the necessary approval and follow up with you accordingly. Be sure to allow sufficient time to receive this approval in the event you will drop the course if approval is not received.

### **30. Will I be reimbursed for books required for my courses?**

No. Books and other separately purchased items are not reimbursable.

### **31. How will I receive my reimbursement?**

Reimbursements will be processed by your place of employment through the accounts payable process. Reimbursements are paid to the employee, not the student, as a direct deposit to the bank account on record for the employee. If you have multiple bank accounts where pay is directed, these deposits will only be sent to your primary account.

## **Part II Submission Process**

### **32. When do I submit final paperwork for reimbursement?**

It is requested that final reimbursement submissions be submitted within two weeks of receiving final grades, whenever possible. Absolute deadlines are as follows:

- Fall: No later than January 31 of the following calendar year
- Spring: By May 31 of the same year, if possible, but no later than June 30 of the same year or within one week of the end of class for classes ending after June 30.
- Summer: No later than September 30 of the same year

### **33. What is required to be submitted for final reimbursement?**

Final reimbursement submissions must include approved tuition reimbursement application, proof of final grade(s) and proof of “self-payment” of tuition expenses. Proof of self-payment is demonstrated by a student account statement dated after completion of the course. Receipts that do not specify the type of payment, name or school, will not be accepted.

### **34. Where do I submit final reimbursement documents?**

Final submission paperwork should be submitted to Human Resources Office where you are employed to match up with the approved application for reimbursement for review and forwarding to finance for processing of payment.