



**CSU  
PUEBLO**

## APPLICATION FOR EMPLOYEE TUITION REIMBURSEMENT

EMPLOYEE NAME \_\_\_\_\_ PID \_\_\_\_\_

EMPLOYEE TYPE: CLASSIFIED FACULTY PROF/ADMIN FTE: \_\_\_\_\_

UNIVERSITY ATTENDING: CSU FORT COLLINS CSU PUEBLO CSU GLOBAL

SEMESTER ATTENDING: FALL SPRING SUMMER SEMESTER YEAR: \_\_\_\_\_

TIME TO BE TAKEN: ADMIN. LEAVE ANNUAL LEAVE EDUCATIONAL LEAVE  
COMPENSATORY TIME TIME TO BE MADE UP NOT DURING WORK HOURS

PURPOSE OF CLASS: REQUIRED BY SUPERVISOR\* JOB RELATED CAREER ENHANCEMENT

WORKING TOWARD A \_\_\_\_\_ DEGREE IN \_\_\_\_\_  
TYPE AREA

\*BOOKS, SUPPLIES, AND FEES WILL BE PAID BY: DEPARTMENT EMPLOYEE SHARED

COURSE TITLE	COURSE #	CREDITS	DAY / TIME OF CLASS

TOTAL NUMBER OF CREDIT HOURS \_\_\_\_\_

WILL COMPLETION OF THIS COURSE BENEFIT THE UNIVERSITY? YES NO

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### TO BE COMPLETED BY SUPERVISOR AND NEXT LEVEL SUPERVISOR

APPROVED DISAPPROVED \_\_\_\_\_  
SUPERVISOR SIGNATURE DATE

APPROVED DISAPPROVED \_\_\_\_\_  
NEXT LEVEL SUPERVISOR SIGNATURE DATE

### TO BE COMPLETED BY CSU PUEBLO HUMAN RESOURCES

ELIGIBLE INELIGIBLE \_\_\_\_\_  
HUMAN RESOURCES SIGNATURE DATE



# EMPLOYEE TUITION REIMBURSEMENT PROGRAM

## PROCEDURE

### A. TUITION REIMBURSEMENT PROGRAM:

Job related and career enhancement courses may be provided to CSU Pueblo employees, on a reimbursement basis, at no cost or at a reduced cost as authorized by the University. Written approval shall be obtained by the CSU Pueblo employee from the chief executive officer, or delegate, of the University providing this benefit prior to enrollment. Only CSU Pueblo courses that will benefit the University and enhance the employee's performance shall be approved. Courses for which a waiver may be granted include CSU Pueblo courses taken in pursuit of a degree program, CSU Pueblo courses taken at the request of a supervisor, and those CSU Pueblo courses that will enhance employees' skills and improve workplace performance, even if the employee is not a degree-seeking student. Tuition reimbursement will be provided for credit courses only and only at the base tuition rate charged by the university for in-state residents. Reimbursement will be provided only for the net tuition payable after application of any financial aid awarded, excluding loans and work study. All University educational and financial policies apply. There is no deadline; however, if the application is received after the start of the semester, late fees may apply to any outstanding balance. **Applications are valid for one semester only and must be completed for each semester attended (fall, spring, and summer).**

### B. ELIGIBILITY:

An employee is eligible to receive tuition reimbursement if:

1. The employee is classified and has at least a .50 FTE appointment or
2. The employee is a non-temporary contract employee with at least a .50 FTE appointment.

For purposes of this program, interim appointments, part-time employees, adjunct faculty, and graduate assistants are considered to be temporary appointments. Hourly employees and/or independent contracts are not eligible to receive tuition reimbursement.

### C. MAXIMUM NUMBER OF HOURS:

Employees shall be eligible for the following MAXIMUM hours per academic year.

1. Full-time employee (FTE of 1.0) = 9 credit hours
2. .75 to .99 full-time employee = 7 credit hours
3. .50 to .74 full-time employee = 5 credit hours

Procedure for CSU Pueblo Employee Tuition Reimbursement Program Revised December 2020  
Employees must enroll in the COF Program and all credits must be transcript-able.

### D. APPLICATION PROCESS:

1. The employee shall:
  - a. obtain the Employee Tuition Reimbursement Application Form from the Human Resources Department;
  - b. complete Employee Tuition Reimbursement Application Form;
  - c. obtain necessary signatures;
  - d. obtain a letter from supervisor if the class is required for the job;



**PROCEDURE (CONTINUED)**

- e. obtain an approved leave request, if leave is needed to take the class; and
  - f. send the Employee Tuition Reimbursement Application Form and any attachments to Human Resources for processing.
2. Human Resources will:
- a. verify eligibility;
  - b. verify appropriate signatures; and
  - c. distribute copies when process is complete.

NOTE: The above process must be completed before the end of the drop/add period.

3. Financial Services will:
- a. create a student receivable account for tuition and fees at time of enrollment;
  - b. credit the account upon successful completion (passing grade earned) of the course and upon receipt of all necessary documentation by Financial Services.

**E. APPROVAL PROCESS:**

Each request for an employee tuition reimbursement must be approved by the employee's supervisor once Human Resources has verified eligibility.

1. The supervisor shall determine if the course will benefit CSU Pueblo by enhancing the employees work performance. If the supervisor determines there is no CSU Pueblo benefit, the request shall be denied.
2. If the supervisor indicates that the course is required, then the supervisor must also indicate:
  - a. whether the employee or the department is responsible for books, supplies, and/or fees; and
  - b. whether administrative or educational leave shall be granted for the course.
3. If the supervisor indicates that the course is not required, then administrative leave may not be granted.
4. A supervisor may deny a request for tuition reimbursement, even if the class benefits CSU Pueblo, if:
  - a. the requested time is excessive;
  - b. the work load is too heavy to allow employee time off;
  - c. the employee's performance is below standard and class is not related to performance;
  - d. the employee is the only staff member on duty at time requested, and/or
  - e. the employee has had excessive absences over the year.
5. If the supervisor is (a) recommending administrative or educational leave or (b) recommending that the department cover all or a portion of the books, supplies, or fees, the appointing authority is also required to approve the request.



## **EMPLOYEE TUITION REIMBURSEMENT PROGRAM**

### **PROCEDURE (CONTINUED)**

**There shall be no appeal of a supervisor's decision.**

#### **F. CANCELLATION OF APPLICATION/LEAVE:**

Prior to the end of the official drop/add period, the employee must present official "drop" slip to Human Resources for review, and may

- a. have credit hours deducted from the maximum allowance, depending upon individual circumstances;
- b. be denied any leave already taken for class, which may result in leave without pay; and
- c. be responsible for partial payment of tuition per University policy.

#### **G. VERIFICATION OF COMPLETION:**

It is the responsibility of the employee to notify Financial Services following completion of each class for payment in accordance with this procedure and University policy.

NOTE: Employees failing to complete approved courses may be required to pay tuition and fees for the class(es) taken.

#### **H. OFFICIAL PERSONNEL FILE**

Employees wishing to have course completion formally documented as part of their official personnel file must submit a transcript to Human Resources for inclusion in the official personnel file. If a degree is completed, an official transcript reflecting the awarding of the degree should be submitted to Human Resources.

#### **I. RECIPROCAL STUDIES PROGRAM**

Colorado State University Pueblo and Colorado State University have a reciprocal studies program which allows employees at CSU Pueblo to take classes at CSU utilizing the Tuition Reimbursement Program. Please contact Human Resources for details and application information.