Metropolitan State University of Denver
Employee Tuition Benefit Procedures
Effective Spring 2020

The tuition reduction benefit has been designed to assist Metropolitan State University of Denver employees in meeting the cost of tuition for undergraduate courses taken at MSU Denver. Employees are responsible for managing the tuition benefit for themselves and their dependents/spouse in accordance with the policies and procedures below.

Tuition Benefit Coverage:

Employees using the benefit for themselves:
- The tuition benefit will cover the student's share of tuition for up to nine (9) undergraduate credit hours per academic semester (Fall, Spring and Summer) for eligible employees after the College Opportunity Fund (COF)* is applied
- Lifetime maximum of 180 credits through this benefit
- Students are responsible for all mandatory fees including, but not limited to, program fees, RTD Pass fee, Student Health Insurance (unless waived by the deadline), textbooks and any applicable service charges
- Students may register during the regular registration period as described by their student status

Employees using the benefit for their spouse and/or dependent(s):
- The tuition benefit will cover the student's share of tuition for up to twelve (12) undergraduate credit hours per academic semester for spouses and dependents after the College Opportunity Fund (COF)* is applied
- Lifetime maximum of 180 credits through this benefit
- Students are responsible for all mandatory fees including, but not limited to, program fees, RTD Pass fee, Student Health Insurance (unless waived by the deadline), textbooks and any applicable service charges
- Students may register for classes during the regular registration period as described by their student status
- This benefit may be used by multiple qualifying dependents

* This benefit does not cover any portion of tuition covered by College Opportunity Fund (COF). We encourage you to authorize COF if eligible: https://www.msudenver.edu/cof/. Students who have reached the 145 credit hour limit for COF can apply for more COF hours using the COF waiver. Students using this benefit who do not authorize or receive COF will be responsible for this amount. Please refer to the current Tuition Tables for additional details including current COF amount.

Note: Grants, scholarships and other free aid for tuition a student receives will be applied to the student balance prior to any tuition benefit. This may impact the amount of tuition benefit for which the student is eligible. For example, if a student's tuition is $3,000.00 and the student receives $2,500.00 in free aid, the tuition benefit will be reduced to $500.00 for eligible courses.

Employee Eligibility:
➢ Employee must have permanent, benefits-eligible employment at MSU Denver. Hourly, temporary

employees and affiliate faculty are not considered permanent. Faculty or staff under contract who meet eligibility requirements for insurance benefits are considered permanent.

➢ The benefit will be pro-rated for permanent employees that meet all qualifications and are part-time.

Student Eligibility (Employee/Spouse/Dependent):
➢ Residency:
- Student must be considered a resident of Colorado as defined by Colorado Tuition Classification Law and the MSU Denver Office of Admissions (SSB 180).
➢ Definition of Spouse:
- Spouses must be legally married as defined in the state of Colorado to qualify for this benefit. This includes Common Law and Civil Unions.
- This benefit will be audited and documentation of marriage may be requested.
➢ Definition of Dependent:
- Dependents must be the dependent child of the qualified employee. A child is considered a dependent when the employee provides 50% or more of the child's support during the term(s) the benefit is received and is claimed as a dependent on the eligible employee's taxes.
- This benefit will be audited, and documentation of dependent status may be requested.
➢ The student must maintain a minimum cumulative grade point average (GPA) of 2.00.
➢ Students with Bursar holds on their accounts will be ineligible for this tuition benefit and will be unable to register for classes until the hold is released from their account.

Course Eligibility:
➢ The benefit does not apply towards classes that do not receive credit hours (e.g. non-credit or audited courses).
➢ The benefit does not apply to remedial classes taken through the Community College of Denver or University of Colorado Denver.
➢ The benefit can be applied to UCD pooled courses.
➢ The benefit does not apply to any cash funded courses and can only be applied to state funded courses.*

*Cash funded courses are not eligible for the MSU Denver Employee Tuition Benefit. Cash funded courses are self-sustaining; they do not receive state monetary support. **It is the responsibility of the student to confirm whether the courses selected are cash funded**. General studies courses that are not cash funded will be covered for students enrolled in a cash funded program. Cash funded courses are found in the following cash funded programs (this is not an exhaustive list, please consult with the program or an academic advisor to confirm whether courses selected are cash funded):

- Accelerated and Traditional Nursing Programs (NURA, NURS); Nursing (NUR) courses within the Nursing Dual Enrollment Pathway are not cash funded and will be eligible for the benefit
  - Department Front Desk: 303-615-1600
  - Nursing Advisor: 303-615-0016
- All programs offered through Innovative and Lifelong Learning (I&LL)
  - Also referred to as South Campus or Extended Campus
  - Includes Self-paced Online Courses (SPO)
  - Contact: 303-721-1313
- DIME Denver and DIME Detroit
  - DIME Denver Contact: info@dime-denver.com, 303-623-1600
  - DIME Detroit Contact: info@dime-detroit.com, 313-223-1600

- All Masters Programs
  - Business Administration Contact: mba@msudenver.edu
  - Health Administration Contact: mhahep@msudenver.edu, 303-615-1200
  - Professional Accountancy Contact: mpacc@msudenver.edu
  - Social Work Contact: socialwork@msudenver.edu, 303-615-0555
  - Teacher Education Contact: education@msudenver.edu, 303-615-1555
  - Alternative Licensure Program Contact: alp@msudenver.edu, 303-615-0013

Rules:
- Misuse of this benefit will result in the immediate termination of the benefit and the student will be responsible for the full cost of tuition.
- If the employee terminates, misuses the benefit, or becomes otherwise ineligible while using the tuition benefit, the University reserves the right to revoke or not award the benefit.
- The student is required to follow the rules and regulations listed in the University Catalog, class schedule, syllabi, this procedure document, and the relevant employee handbook.
- The employee must obtain supervisor approval before registering for classes if the classes take place during normal work hours.
- If the class is taken during business hours, Human Resources supports up to three (3) hours per week spent on development activities. Any additional missed time should be made- up within the same week. Approval for classes taken during business hours, flex time and alternate work schedules is at the discretion of the immediate supervisor. If classes take place outside of normal work hours, it is the employee's responsibility to inform their supervisor of their educational goals.

Application:
- The student must apply and be accepted to MSU Denver. The undergraduate admissions application can be found on the Office of Admissions website. To waive the application fee, students can use the following discount code when applying online: employee benefit
- It is recommended that the student complete and submit the Employee Tuition Benefit application to stay in line with FERPA guidelines.
- The student can apply for this benefit only after they have registered for classes.
- The student must apply for this benefit no later than the Friday before classes start.

Payment:
- If approved, the benefit is applied to the student account on or after census day. The benefit is applied manually and may take up to two weeks after census to be applied to the student account.
- Student loans will be applied to the student account by the Tuition Payment deadline. Any refunds due the student will be issued after the Tuition Benefit is applied to the student account in accordance with the normal financial aid process, or after census.
- Students are responsible for all mandatory fees including, but not limited to, program fees, RTD Pass fee, Student Health Insurance (unless waived by the deadline), textbooks and any applicable service charges. Current fee charts can be found on the Bursar Tuition and Fees website. Select the current FY "Undergraduate Tuition Tables (Main/Online Campus Tuition Tables)" link.
- A tuition reduction provided to an employee is excluded from the employee's wages. As such, a tuition reduction is not considered taxable income and the employee should not include the tuition reduction on his or her income tax return. Spouses and qualified dependents receive tuition reductions on the same terms as employees.
- It is the student's responsibility to meet all add/drop/withdraw/payment deadlines. You can reference these dates through the academic calendar. Student will be responsible for any tuition forfeiture for

dropping or withdrawing from any courses after the 100% refund deadline.

Procedure:
1. **Apply for admissions to MSU Denver:**
    a. Student must have a current undergraduate admission application on file with the MSU Denver Office of Admissions (SSB 180) by the deadline.
    b. Students can use the following discount code when applying online: employee benefit
2. **Register for classes:**
    a. Register for undergraduate classes via the Student Hub during the regular registration period as described by the student status.
3. **Submit Employee Tuition Benefit Application:**
    a. Complete the MSU Denver Employee Tuition Benefit application found on the L&D Benefits SharePoint site.
    b. Once the application is submitted, the employee will receive email confirmation that the application has been received, and another confirmation once employee verification has been completed.
    c. The student will receive email updates as the application passes through several checkpoints: application received, employment verification, GPA verification, Bursar's verification, and benefit applied to the student account (on or after census day).
    d. The application is processed manually, so there may be delays between verifications. Any questions should be directed to Learning & Development at profdev@msudenver.edu.
4. **Pay your account balance:**
    a. Students should monitor their account and pay their fees as soon as they see the tuition benefit applied.
    b. Students using the tuition benefit will not be charged service charges or late fees, but balances not paid by the hold deadline will be subject to a Bursar's hold and the student will not be able to register for classes until the hold is reconciled. See the Bursar Important Dates for the current semester deadlines.
    c. If the student doesn't pay the remaining fees by the end of the semester, they will be subject to MSU Denver collection practices.
    d. Refer to the Current Term Policies and Financial Responsibility Agreement found on the Office of the Bursar website for more information.
5. **Reapply each semester:**
    a. Student must apply for the benefit every semester the student would like to use the benefit.

Exception:

The President may cancel or postpone this benefit before classes start if this adversely impacts MSU Denver's Budget.

Managing office: Office of Learning & Development, profdev@msudenver.edu

Proposal approved President's Cabinet: 6/11/2018

Procedure update: 11/2019