

Education Refund Program

Question and Answers

Q: How much can I be reimbursed for?

A: All approved employees can be reimbursed up to \$1,500 a calendar year.

Q: If I am reimbursed in 2020 for a 2019 course/certification, can I still receive funds in the 2020 calendar year?

A: The maximum reimbursement amount you may receive in a calendar year is \$1,500, regardless of when you apply for the reimbursement, complete the course or examination, or when you begin the reimbursement process. If you have not received the maximum amount of \$1,500 in 2020, you may apply to receive funds for the remaining amount.

Q: What kinds of courses are eligible?

A: Coursework, licensure and certificates that are relevant to your current position or future positions within the city.

Q: Who is eligible for the program?

A: To be eligible for the Education Refund Program (ERP), you must:

- Be an unlimited type employee scheduled to work at least 20 hours at time of application
- Have been an unlimited type employee for at least 1 year
- Received a Successful or higher on the most recent performance review and in good standing
- Apply for the program before your course begins

Q: What if I'm receiving federal aid? Can I still apply and be reimbursed?

A: If you have a loan for your course, license or certificate, yes, you can apply to be reimbursed for the Education Refund Program up to \$1,500 a year. If you are receiving grants or scholarships for your course, license or certificate, you can be reimbursed the remaining portion of the tuition cost.

Q: What do I do now that I've been approved for the Education Refund Program?

A: After you've received an email from erp@denvergov.org of your approval and have completed the course, license or certificate, send erp@denvergov.org your transcript and proof of payment within 90 days of completing the course, license or certificate. The ERP team will then process your refund.

Q: What if I got a C in my class? Can I still be reimbursed?

A: Your refund amount depends on your final grade. An A grade receives 100 percent of the approved amount, Bs receive 80 percent, Cs receive 60 percent. Anything below a C (including a C-) will not be reimbursed. If your course is pass or fail, passing will receive 100 percent reimbursement and failing grades will not be reimbursed.

Q: How do I apply?

A: Applications are open two-three times a year. To see the next cycle view the [ERP webpage](#). Once an application period opens, apply before the deadline. Your course, license or certificate must start after you apply for the education refund program.

Once the application cycle closes, applications will be reviewed by the Education Refund Program committee and all applicants will be notified of their approval at least two weeks after the application closes.

Q: Who determines if my course is approved?

A: If your application is eligible, the Education Refund Program Committee will review your application. The committee bases their decision on the relevancy of the specific course (not the overall degree), license, or certificate. If there are not enough funds for the number of applicants in a cycle, the committee will run a lottery system for all eligible, approved applicants.