

Education Refund Program

Questions and Answers

Please review the [Education Refund Program \(ERP\) policy](#) for more detailed information

Q: How much can I be reimbursed for?

A: Approved eligible employees can be reimbursed up to \$2,000 a calendar year based on the ERP program policy.

Q: Can I submit claims for classes I took while the program was on hold?

A: Classes taken prior to 2023 will not be reimbursed.

Q: What kinds of courses are eligible?

A: Coursework, licensure, and certifications that are directly related to your current position or enhance promotability within the city.

Q: Who is eligible for the program?

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

- Be a regular employee scheduled to work at least 20 hours for at least one year at time of application
- Have received a Successful/Thriving or higher on the most recent performance review and without discipline in that past 12 months of application.

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

A: Yes, if you have a loan for your course(s), license, or certification, you can apply to be reimbursed. If you are receiving grants, scholarships, and/or any monies from other sources you can only be reimbursed the remaining portion of the eligible tuition cost up to the maximum eligible amount.

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 coursework, license or certificate, follow the online instructions providing your transcript and proof of payment within 15 days of completion. 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% of the approved amount, Bs receive 80%, Cs receive 60%. Anything below a C will not be reimbursed. If your course is pass or fail, passing will receive 100% reimbursement and failing grades will not be reimbursed.

Q: How do I apply?

A: Applications are accepted two times a year, typically January and July. Visit the [Education Refund Program webpage](#) for more information. Once an application period opens, apply before the deadline. Once the application cycle closes, applications will be reviewed by the Education Refund Program committee and all applicants will be notified of their approval status approximately three 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 it. The committee bases their decision on the relevancy of the specific course, license, or certificate. If there are not enough funds for the number of approved applicants in a cycle, the committee will run a lottery system for all eligible, approved applicants.