

COF Waiver Request Form

Institutional Exception to the 145 College Opportunity Fund (COF) Lifetime Hour Limit

This form and necessary supporting documentation must be completed and submitted to the Office of the Registrar located in Regent Administrative Center 105.

Deadline: All Waiver Request Forms must be submitted by the last day of classes of the first semester that you are requesting additional hours.

Undergraduate in-state students who will use more than 145 hours towards their first degree may apply for a waiver to this limit.

You may not apply for this waiver until you have less than 25 COF hours remaining (COF hours used greater than or equal to 120).

To review your COF lifetime "hours used" balance: Login to MyCUInfo and click on the Student tab, scroll down to the (center) Financial section and click the College Opportunity Fund link. You may also access the account you created at the College Assist website: <http://cof.college-assist.org>.

Instructions: Your COF Waiver Request must include the following four documents.

1. Completed COF Waiver Request Form (see page 3).
2. A personal signed letter stating the reason(s) you are requesting an exception to the 145 lifetime hour limit.
3. A signed statement from your academic advisor(s) (one for each major if you are completing more than one) that validates the need for all additional required coursework for you to complete your degree(s).
4. An unofficial copy of your transcript. Unofficial transcripts can be obtained through the MyCUInfo portal.

Committee Review Process:

- The committee will review your COF Waiver Request (within 4- 5 business days) and email notification will be sent to your Colorado.edu student email account stating whether your request was approved or denied.
- If the waiver request is approved:
 - Additional COF lifetime hours are granted to you prior to the last day of classes, (you **must** authorize these funds prior to the last day of finals), and your tuition and fee bill will be recalculated with the COF lifetime hours adjusted.
 - You must complete the additional hours within 3 consecutive terms, not to exceed a period of 365 days.
- If the waiver request is denied:
 - The decision of the University is final and binding.
 - All denials can be appealed directly to the State of Colorado: <http://higherred.colorado.gov/Finance/COF/default.html>
 - Mailing Address: 1560 Broadway Suite 1600 Denver, CO 80202 ATTN: COF
 - Phone: 303-866-2723

General COF Policies:

- **A COF Waiver Request does not exempt you from tuition, fees, late and service charges or financial stops.**
- Hours taken in excess of the COF lifetime hours (without an approved waiver request) are calculated at full tuition.
- Students are responsible for monitoring their COF available hours and should apply prior to exceeding their COF lifetime hours. This does not apply retroactively to hours already taken in prior terms that exceeded the COF lifetime hour limit.
- Waivers accompanied with unsatisfactory academic progress (including; courses grades D or F, excessive dropped courses, course repetition or elective courses, etc.) will not be considered. (Majority of baccalaureate degrees require 120 and 128 of completed credit hours.)
- No waiver is allowed once a baccalaureate degree is obtained.
- The COF Waiver does not address tuition refunds for course drops or withdrawals, class fees, late enrollment, grade or grade changes, tuition classification, academic advising or other academic policy or regulations. See the tuition appeals policy in the university catalog for the separate University appellate procedures.

Waiver Criteria Examples:

1. Extenuating circumstances that exist outside the student's control.
2. The student's degree program, as approved by CCHE, requires more than 120 hours to complete.
3. The institution implemented an alteration of degree requirements or standards for the student's specific degree while the student was enrolled in the degree program.
4. Students seeking job retraining.
5. If seeking relief due to medical reasons, contemporaneous medical documentation must accompany the waiver.

Optional Supporting Documentation: See the table below for suggestions of appropriate documentation to include with the waiver request. If additional documentation is required, you will be notified via your Colorado.edu student e-mail account.

Waiver Criteria:	Documentation:
	<i>(All information submitted is confidential.)</i>
Recent medical condition	Dated letter from the attending physician on letterhead, containing the general nature of your illness/injury, dates, severity, and why you could not attend school/work.
Family emergency (death, illness).	Death certificate, obituary notice or dated letter from the attending physician on letterhead, containing the general nature of your family member's illness/injury, dates, and severity.
Change in work location, work hours, requirements for job retraining.	Dated letter from the employer, on company letterhead, demonstrating that in order to keep a job, changes in work hours or location were required, which necessitated a change in academic coursework or course schedule.
Change in major or degree requirements due to CCHE degree program approval.	Documentation from student advisor.

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Certification statement:

- I certify that to the best of my knowledge the information included in this waiver request is accurate, true and unaltered. If false information or falsified supporting documentation is found to have been included in this waiver request, the request becomes void, and the resultant action becomes retroactively nullified.
- I understand that if this COF institutional waiver is approved, it is a once in a lifetime waiver for the 145 COF lifetime hours limit, and all hours approved must be completed within the terms specified by the Waiver Committee.
- I understand that if I have not received a baccalaureate degree at the end of the waiver period and choose to continue my course work, I must pay full tuition (without the COF stipend) for all hours in excess of the hours added to my COF lifetime limit.

I will complete these hours over the following consecutive term(s): Only one institutional waiver for COF lifetime hours is allowed per student during that student's lifetime. Please plan accordingly.

Term 1 _____ credit hours anticipated _____

Term 2 _____ credit hours anticipated _____

Term 3 _____ credit hours anticipated _____

By checking this box, I verify that I have read the Waiver for Institutional Exception to the 145 College Opportunity Fund (COF) Lifetime Hour Limit instructions, policies, deadlines and criteria.

Current Date: _____

Student ID Number: _____

Daytime Phone: _____

Student Email: _____
(@colorado.edu address)

Student Name (PRINT): _____

Student Signature: _____
(Must be signed with blue or black ink)