

CTU Commitment Grant Program Guidelines & Instructions for Sempra Energy

Colorado Technical University's Commitment Grant, along with Sempra Energy's tuition assistance, covers up to 100% of eligible online tuition, including eBooks and student fees, at CTU helping you to pursue your educational goals without the need for student loans. Eligible Sempra Energy employees may utilize the Commitment Grant toward pursuing any online Associate, Bachelor's, or Master's degrees at CTU.

PROGRAM SESSIONS:

CTU has eight or nine 5 ½ week sessions per year. Participants will apply for coverage of the program fee each session (see table below) through the Sempra Energy tuition reimbursement program until the annual limit has been reached. At that time, the CTU Commitment Grant is awarded each session for tuition, eBooks and fees resulting in no out-of-pocket expense for the student.

Course Level	Tuition Benefit	Per Session Billing Rate	Pacing Options
Online Associate Degrees	\$5,250	\$656.25	3 courses per session (1-2 courses per 5 ½ week session)
Online Bachelor's Degrees	\$5,250	\$656.25	3 courses per session (1-2 courses per 5 ½ week session)
Online Master's Degrees (MSN-FNP is excluded from the Commitment Grant)	\$5,250	\$656.25	1 courses per session (1 course per 5 1/2 week session)

IMPORTANT: The use of the Sempra Energy tuition reimbursement program for courses taken at other institutions in the same calendar year as when applying for the CTU Commitment Grant may affect the benefit balance available to participate in CTU's Commitment Grant.

CTU COMMITMENT GRANT ELIGIBILITY GUIDELINES:

- Employee must apply through Colorado Technical University and through the Bright Horizons EdAssist System in order to utilize tuition reimbursement.
- Participants must identify themselves as an employee of Sempra Energy to receive the Commitment Grant benefit.
- Participants must waive their right to use federal aid.
- Grades and tuition invoice must be submitted through Bright Horizons EdAssist within 90 days of course end date to receive tuition reimbursement.
- CTU Lab Courses are not included in the pacing limitations.
- Participants receiving 2 unsuccessful grades (as determined by their company policy) will no longer be eligible for the Commitment Grant.

SUBMITTING APPLICATIONS THROUGH BRIGHT HORIZONS EDASSIST SOLUTIONS:

STEP 1 - Complete an EdAssist Advising Session

- Before enrolling in the CTU Commitment Grant, schedule an advising session to review the program application and reimbursement submission process.
- Appointments can be scheduled from the Bright Horizons EdAssist website by selecting “Schedule Free Education Coaching” from the home page or by calling 877-696-4999 (select option #7) or 877-276-7105 (select option #2).

STEP 2 – Admission and Application

- Complete the CTU admission process. Visit www.coloradotech.edu/sempra to learn more and contact the university (CTU can be reached at 866-897-1560).
 - The University may require a credit card authorization form to be completed as part of the admission process.
- Submit a Bright Horizons EdAssist Solutions program/course application through the EdAssist Solutions system by visiting: <https://edassist.sempra.com> or <https://clients.brighthorizons/sempraenergy>
- Select “Colorado Technical University Commitment Grant” as the provider. Once approved, sign, date and submit your Letter of Credit to CTU.
 - All courses will be reviewed and processed for payment by Bright Horizons EdAssist. The participant must submit an application for all courses taken, regardless if successful or unsuccessful and regardless of the charge.
 - Call Bright Horizons EdAssist for a Verification Letter, if requested by CTU, and forward to your CTU Admissions Advisor.
- Each Bright Horizons EdAssist Solutions application is for one session with the same start and end date.
- Enter the appropriate per session billing rate (see table above) as your term tuition.
- CTU will re-verify eligibility through Bright Horizons EdAssist one week prior to each academic session.
- Participant will need to provide proof of employment and a company paystub each quarter.

STEP 3 – Completion Documentation

- **Upon course completion, participants should upload their final grade and payment documentation to their EdAssist application through the EdAssist Solutions system**

General Documentation Reminders

- University Name/logo and participant’s name needs to be visible on all documentation.
- Documentation cannot be modifiable. This includes email correspondence. Uploaded screen shots are acceptable.
- Grade books are not an acceptable form of documentation for a final grade.
 - Grading documentation must confirm school name, student name or identifier, courses, final grades and dates of courses taken. Multiple documents can be submitted if each document can be correlated to each other.

Grade report

- **Location:** Log into CTU student portal • Click Academics (top tool bar) • Click 'View as PDF' (top right of the screen) • Save file to computer.
- **What it contains/why:** This provides school name/logo, student name, course title and number, credit hours, final grade, term name, dates of courses taken.

Colorado State University

Annexes

2022-2023

Academic

MSIT

Master of Science in Information Technology

Software Application Programming

Information Systems

Coordinated Master's

AI

Program

Master of Science in Information Technology

MSA

5.0

Coordinated Master's

Software Application Programming

Coordinated Master's

AI

Program

MSA

5.0

Grade

100.00

Information and Software are the heart of the University. Please contact the Office of the Registrar, Planning and Data Administration for specific information and information on the University's Information Systems.

Scheduled and Completed Courses

Calendar icon

Grade

Course icon

Course

Semester icon

Semester

Term icon

Term

Section icon

Section

Instructor icon

Instructor

Credits icon

Credits

Grade icon

Grade

Status icon

Status

Notes icon

Notes

Showing 31 records

2182	14	6/15/2021	6/15/2021	AI	Section 1	William Johnson	3		F				
2182	9/14	6/15/2021	6/15/2021	AI	Section 2	William Johnson	4		F				
2182	9/20/2021	6/15/2021	6/15/2021	AI	Section 3	William Johnson	4		F				
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Tuition/Payment Documentation

- **Location:** Preliminary invoices are emailed to the student from CTU 10 days after the start of each session with a final invoice arriving 10 days after the quarter. Each invoice will show the per session tuition and any payments received for the quarter. Student is required to submit grades and invoice each session to EdAssist for reimbursement.
 - CTU can be reached at 866-897-1560 should the student have any questions/concerns.
- **What it contains/why:** This provides school identifier, employee name, confirmation of cost per course, and method of payment.



Colorado Technical University
 Online Student Accounts
 4625 S. Cimarron St. # E
 Colorado Springs CO 80907
 Invoice # 27004561024
 Invoice Date: 06/01/2021

Invoice Receipt for 03/20/2021-06/01/2021 Session

Colorado Technical University Online
 Session Dates: 03/20/2021-06/01/2021
 Course Description: **27004561024**

Student Information:
 Student: XXXXXXXX
 Student ID: XXXXX

27004561024 Session Dates: 03/20/2021-06/01/2021	Session Dates	Unit Cost	Cust. Cost	Total Cost
Course Description: Calculus for Scientists, Engineers, Technicians, and Nurses 19/10/2021-05/05/2021	03/20/2021-05/05/2021	1.0	\$140.00	\$140.00
27004561024 Session Dates: 03/20/2021-06/01/2021 Course Description: Calculus for Scientists, Engineers, Technicians, and Nurses 01/11/2021-06/01/2021	03/20/2021-06/01/2021	1.0	\$140.00	\$140.00
27004561024 Session Dates: 03/20/2021-06/01/2021 Course Description: Calculus for Scientists, Engineers, Technicians, and Nurses 01/11/2021-06/01/2021	03/20/2021-06/01/2021	1.0	\$140.00	\$140.00

Colorado 27004561024
 Session Dates: 03/20/2021-06/01/2021
 Technology Fee: \$120.00
Total Due: \$260.00

27004561024
 Session Dates: 03/20/2021-06/01/2021
 Student Fee: \$120.00
Total Due: \$260.00

Colorado 27004561024
 Session Dates: 03/20/2021-06/01/2021
 Technology Fee: \$120.00
Total Due: \$260.00

27004561024
 Session Dates: 03/20/2021-06/01/2021
 Student Fee: \$120.00
Total Due: \$260.00

This invoice/receipt is for tuition reimbursement purposes only. Funding received may include, but is not limited to, grants, scholarships, loans, and cash payments, and may be applied towards past or future charges. The information provided is subject to change. A final invoice/receipt is generated at the end of the term and will include applied charges and funds received as of that date. This document and the information provided cannot be modified at the request of the student or sponsor.

**For assistance call: 877-696-4999 then option #7
or 877-276-7105 then option #2**