

Institutional College Opportunity Fund (COF) Waiver Information and Instructions

**Students, read this page and keep it for your record.
Second page must be submitted to the Registrar's Office.**

College Opportunity Fund allows all resident, undergraduate students to apply the COF stipend to a maximum of 145 credit hours. Students can use this one-time waiver to apply for **up to 3 semesters of additional COF hours** and must be used within that time. You must have less than 20 COF hours remaining (COF hours used must be greater than or equal to 125) in order to submit this form. Review your COF lifetime "hours used" balance on the College Assist website: <http://cof.college-assist.org>.

Waivers will NOT be considered for the following reasons:

- *Incomplete form.*
- *No student signature on the waiver.*
- *If you turn in the waiver for past terms. It cannot be retroactively applied.*

General COF Policies:

- A COF waiver does not exempt you from tuition, fees, late and service charges or financial holds.
- Students are responsible for monitoring their available COF hours and should apply prior to exceeding the COF lifetime hour of 145.
- This process does not address tuition refunds for course drop or withdrawal, class fees, late enrollment, grades or grade changes, tuition classification, or other academic policies or regulations.
- File as soon as you identify you need a waiver.
- The University will not retroactively apply hours for prior terms.
- Decisions can take up to two weeks.
- You will be notified through your student email if your waiver has been approved or denied.
- DENIED: If a student has not successfully completed at least one semester at MSU Denver.
- DENIED: If a student has already submitted a COF Waiver for a previous semester.
- If your waiver is denied you may appeal the decision by submitting a letter of explanation to the Registrar's Office as to why the denial should be overturned. The COF Waiver committee will review this and notify you of a final decision through your student email.
- If you are denied or seeking more hours after this waiver is used, you will need to appeal with the Colorado Commission on Higher Education (CCHHE): http://highered.colorado.gov/finance/cof/COFWaiverApp_061915.pdf.

Deadline to turn in COF Waiver:

- The waiver deadline is the same as the withdrawal deadline for full-term courses. This is different for each term so please refer to the Academic Calendar for the specific term you are applying for.

Institutional College Opportunity Fund (COF) Waiver

PLEASE PRINT

Student ID #: 900- _____	Date: _____
Name (Last, First, MI) _____	
Day-Time Telephone _____	MSU Denver E-mail _____

Year and term to begin COF Waiver:

Year: _____

Term: Spring Summer Fall

(Check **only the term you need to begin** your COF Waiver)

Certification Statement (READ AND REVIEW EACH OF THE BULLETS BELOW BEFORE YOU SIGN):

- I certify that to the best of my knowledge the information included in this request is accurate, true, and unaltered. If false information including falsified supporting documentation is found, the request will become void and the resultant action will be retroactively nullified.
- 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 COF stipend credit) for all hours in excess of the hours added to my COF lifetime limit.
- I understand that this it is a one-time waiver, if denied I cannot apply for the waiver again.
- I understand that only 3 consecutive semesters will be approved and must be used within that time.
- The University cannot retroactively apply hours for past terms

Signing below, you acknowledge you have read BOTH pages of the COF waiver and understand policy and guidelines:

Student's Signature: _____ **Date:** _____

DECISION (Internal Use Only):

APPROVED: Term to begin Waiver _____ Initial _____ Date ____/____/____

DENIED: Has not completed one full semester at MSU Denver Was previously granted a COF Waiver