

## Frequently Asked Questions - Tuition Reimbursement

### Who is eligible?

Any full-time employee of Franklin County who:

- has completed his or her probationary period prior to the start of the courses;
- No employee on an unpaid leave of absence, unauthorized leave of absence, or injury leave throughout the period for which tuition reimbursement has been approved and;
- is in active pay status; no employee on unpaid leave of absence, unauthorized leave of absence, or injury leave is eligible for reimbursement of tuition

### What courses can be taken?

**There must be a correlation** between the content of the course or degree program and the employee's current job or other jobs within the agency.

- Tuition reimbursement can be requested for individual courses or for associate, undergraduate and graduate courses/degree programs offered by an accredited college or institution.
- **The participant's agency/department director will make the final determination.**

Employees seeking tuition reimbursement for a degree program must present verification from the educational institution of his or her acceptance in a program, and additional verification may be required to demonstrate that individual course(s) is/are approved by the educational institution as a part of the job related degree program.

### Where may course work be taken?

Courses must be taken at colleges, universities, technical and business institutions, at their established extension centers, or online that are:

- **degree granting institutions** AND
- **accredited** by either the Council for Higher Education Accreditation (CHEA) or listed with the United States Department of Education (USDE)

NOTE: Seminars, conferences, and workshops are not included in the tuition reimbursement program.

### When may course work be taken?

- Courses **may not be taken during scheduled working hours.**
- Class schedule information must be on file with the employee's agency and the Department of Human Resources.
- Any situation requiring presence on the job takes precedence over times scheduled for courses.

### What expenses are covered by tuition reimbursement?

- Tuition reimbursement covers only the cost of **instructional fees.**
- No reimbursement is granted for books, lab fees, technology fees, student services fees, supplies, transportation, parking, meals or any other expenses connected with any course.

### How much does tuition reimbursement cover?

**Non-Bargaining Employees:** Based on the availability of funds, the Board of Commissioners will reimburse the instructional fees up to \$5,000.00 per calendar year for approved courses successfully completed (Grade "C" or better or "Pass" for a Pass/Fail course) during that calendar year. Employees are eligible for up to \$30,000.00 total tuition reimbursement during their employment with the Board of Commissioners agencies.

**Bargaining Unit Employees:** Refer to your specific collective bargaining agreement for tuition reimbursement procedures.

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### What constitutes passing a class?

The employee has successfully completed a course if:

- the employee earned a grade of 'C' or better or
- a 'pass', for a course offered on a pass/fail basis

NOTE: (If a grade of "D" or lower is received or if the course(s) is/are 'failed', the County will not reimburse the amount of tuition.) If an employee is voluntarily or involuntarily separated from employment with the Franklin County Board of Commissioners for any reason during the duration of the course(s), reimbursement for tuition will not be paid by the County.

### When and how is tuition reimbursement received?

Reimbursement for instructional fees will be made after successful completion of the course(s).

The employee should complete and submit the following **to the agency/department director for approval** :

- **The Payment Request For Tuition Reimbursement Form** and
- **Employee Reimbursement Request Form**

The employee should also submit :

- **Verification of Grades**
- **Detailed Verification of Tuition Cost** identifying fees (e.g. student loans, grants, scholarships, etc.)

Once the Department of Human Resources has also approved the request, the employee will be notified.

The approved amount of reimbursement for tuition is paid as part of the regular payroll, and is noted as a separate item.

Eligible employees who receive assistance from outside sources (scholarships, grants, military discounts, union discount, fellowships, and other stipends) are eligible for tuition reimbursement only if the cost of the tuition exceeds the amount of assistance received.

Any employee participating in the tuition reimbursement program who resigns, retires, or is separated for a reason other than job abolishment or layoff, must repay the tuition reimbursement paid by the County for courses completed less than one (1) year prior to the date of separation.

### Further Information

If you have questions or for further information about tuition reimbursement, contact: Kathryn Jordan, Administrative Secretary, at 614-525-6185 or email: [krjordan@franklincountyohio.gov](mailto:krjordan@franklincountyohio.gov).