

# Application Procedures – Tuition Reimbursement

## General Information

To apply to participate in the Franklin County Board of Commissioner's Tuition Reimbursement program, be sure to read carefully:

- your copy of the Tuition Reimbursement Policy in the Employee Handbook
- the Frequently Asked Questions
- Procedures information in this packet

The completed **Application for Tuition Reimbursement** form is to be submitted before classes start, but definitely within the term of the course. A completed **Payment Request for Tuition Reimbursement** form and completed **Employee Reimbursement Request** form must be submitted, along with all other information required for that request, within four (4) weeks of the course ending. Bargaining employees are governed by the provisions of their collective bargaining agreements.

**Note: No employee on an unpaid leave of absence, unauthorized leave of absence, or injury leave is eligible.**

## Application Procedures

### **Application Form and Required Information**

1. Complete the **Application for Tuition Reimbursement** form, which is to be submitted before classes start, but definitely within the term of the course. This provides the necessary information about the school you'll be attending and course(s) you will be taking.
  - NOTE: If you resign, retire, or are separated for a reason other than job abolishment or layoff, you must repay the tuition reimbursement paid by the County for courses completed less than one (1) year prior to the date of separation.
2. Attach the following required information to **each** application form:
  - a. Class schedule(s)
  - b. Brief course description(s)
  - c. Verification of Tuition Cost
  - d. Brief Rationale for Approval for Tuition Reimbursement – Short, written narrative that fully explains the relationship of the course(s) or program to your current job or other jobs within your agency, how the course(s) may impact on knowledge and skill levels, increase productivity, and/or otherwise contribute to your ability to function more effectively.
  - e. Employee Job Description
3. First time applicants please include the following documents:
  - a. Verification of Acceptance in Degree Program, If applicable
  - b. Verification that the school is accredited (by the CHEA or U.S. Department of Education), if requested.

### **Submitting Application**

4. Submit the **Application for Tuition Reimbursement** form along with the required information (listed above) to your supervisor and agency/department director for his/her signature of approval. Final determination on tuition reimbursement will be made by your agency director.
5. Forward the entire packet to the Department of Human Resources for review and authorization of request.

### **Approval/Denial**

6. You will be notified of the approval or denial of the request for tuition reimbursement. If your request is denied, rationale specifying the reason(s) for the denial will be sent to you. An applicant whose request has been disapproved at any level may ask for a meeting with the person who denied the application to discuss the reason(s).

**NOTE: Please notify Stephanie Hunter, Administrative Assistant when canceling a class after your application has been approved.**

## Reimbursement Procedures

### 1. Satisfactory Completion

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.

Upon completion of the course, but no later than four (4) weeks after the completion of the course, the employee must submit to the appropriate administrative secretary the **Employee Reimbursement Request**, the **Payment Request for Tuition Reimbursement** form and other required documents as listed on this form.

### 2. Requesting Reimbursement

Send the following forms and information to the Department of Human Resources:

- a. Completed **Payment Request for Tuition Reimbursement** form, with your agency/department director's signature on that form authorizing payment to you.
- b. Completed **Employee Reimbursement Request** form, authorized by your supervisor or director (this form, from the auditor's office, replaces the EMPLOYEE EXPENSE REPORT form used previously. Using the "old" form may delay your receiving the requested reimbursement)
- c. **Official grade transcript** (of "C" or better, or "Pass" on a Pass/Fail course from the educational institution)
- d. **Detailed Paid Fee Statement** from Educational Institution identifying the fees paid and the method of payment used to pay the fees (e.g. student loans, grants, scholarships, etc.)

### 3. Payment

Once the Department of Human Resources has signed the form authorizing the request, you'll receive that information and your agency will be notified to finalize the reimbursement processing. Be sure to allow at least six (6) to eight (8) weeks after the forms just mentioned, grade(s), and fee statement have been submitted to receive payment. The approved and authorized amount will be included in a regular, bi-weekly pay, however, is noted separately.

NOTE: As you sign the Employee Reimbursement Request form you are acknowledging that if you resign, retire or are separated for a reason other than job abolishment or layoff, you will 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: Stephanie Hunter, Administrative Assistant, at 614-525-5834 or email [slhunter@franklincountyohio.gov](mailto:slhunter@franklincountyohio.gov).

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.

## Application – Tuition Reimbursement

### Employee Information

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Agency: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hire Date: \_\_\_\_\_

### School Information

School Name: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Degree Sought (Bach., Masters, etc): \_\_\_\_\_

Major/Program: \_\_\_\_\_

### Course Information

| Course # & Department | Course Name | # Credit Hours | Online (Yes/No) | Course Dates (Start-End Dates) |
|-----------------------|-------------|----------------|-----------------|--------------------------------|
|                       |             |                |                 |                                |
|                       |             |                |                 |                                |
|                       |             |                |                 |                                |

Cost Per Credit: \$ \_\_\_\_\_ x Total Credits: \_\_\_\_\_ = Total Cost: \$ \_\_\_\_\_.

I have received grants or scholarships: Yes ☐ | No ☐ If Yes, what amount: \$ \_\_\_\_\_.

Amount of Tuition Reimbursement Requested: \$ \_\_\_\_\_.

### Disclaimer

- I understand tuition reimbursement **only** covers instructional fees, it does not cover books, transportation, lab fees, or any other expenses.
- I understand that tuition reimbursement will initially be made at my expense and that **I will be reimbursed if I complete the course with a C or better** (or “Pass” on a Pass/Fail course).
- I understand that I am not eligible if I am in an unpaid leave of absence, unauthorized leave of absence or on injury leave.
- I understand that if I resign, retire, or am separated for a reason other than job abolishment or layoff, I must repay the tuition reimbursement paid by the County for courses completed less than **one (1) year** prior to the date of separation.

I understand & accept this disclaimer: \_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Approval/Signatures

Approving this reimbursement, I agree that the employee meets all criteria listed in the disclaimer above.

|                                  |                                      |       |
|----------------------------------|--------------------------------------|-------|
| Approve <input type="checkbox"/> | _____                                | _____ |
| Deny <input type="checkbox"/>    | Supervisor Signature                 | Date  |
| Approve <input type="checkbox"/> | _____                                | _____ |
| Deny <input type="checkbox"/>    | Agency/Department Director Signature | Date  |
| Approve <input type="checkbox"/> | _____                                | _____ |
| Deny <input type="checkbox"/>    | Human Resources Signature            | Date  |

Amount of Tuition Reimbursement **Authorized**: \$ \_\_\_\_\_

**Denial Reason:** \_\_\_\_\_

Documents to attach with each application:

1. Class Schedule/Brief Course Description
2. Verification of Tuition Cost
3. Brief Rationale for Approval for courses
4. Job Description

Documents to attach for first time applications:

1. Verification of Acceptance in Degree, if applicable
2. Verification that school is accredited, if requested