

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, Revised September, 2012
- the Frequently Asked Questions
- Procedures information in this packet

The completed **Application for Tuition Reimbursement** form is to be submitted preferably prior to beginning 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.

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 satisfactory completion of the course(s) for which tuition reimbursement was approved, or within four (4) weeks of the time the course(s) is/are completed, the tuition reimbursement process can be continued.

2. Requesting Reimbursement

Send the following forms and information to the **Assigned Administrative Secretary** :

- 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 Franklin County Director 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 this employee reimbursement request form you are once again 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: Amanda Miller, Administrative Secretary, (Job & Family Services or Sanitary Engineering) 614-525-5835 or e-mail almiller@franklincountyohio.gov or Tanisha Wilson, Administrative Secretary, (All other Board of Commissioner Agencies) 614-525-2777 or e-mail twilson@franklincountyohio.gov.

