

General Information

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

- your copy of the Tuition Reimbursement Policy in the Employee Handbook, Revised September, 2012
- the Frequently Asked Questions (attached), and
- 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.

Application Procedures

Application Form and Required Information

1. Complete the Application for Tuition Reimbursement form, which is to be submitted preferably prior to the beginning 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. A supervisor may request to meet with the employee if there are questions or concerns about the relevance of the course to job responsibilities. In other words, provide rationale for the course(s) approval.
 - 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 appropriate Administrative Secretary, for the Franklin County Director of Human Resource's review and signature.

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 the appropriate Administrative Secretary 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 **Franklin County Staff Development Coordinator** :

- 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 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: 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.

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.

The packet for tuition reimbursement can be accessed on-line through the portal under the Department of Human Resources, under the "Training" tab.

