



# TUITION REIMBURSEMENT

Please note that tuition reimbursement is not guaranteed and is subject to the provisions of the Tuition Reimbursement Policy.

1. During the budget preparation process, the employee should meet with his/her Department Head or designee to request consideration for tuition funding for the next budget year.
2. Prior to registration, employee is required to complete a Tuition Reimbursement Form and submit the form to Human Resources with course description(s) for individual classes. Alternatively, if enrolling in a degree program, the employee is required to submit an outline of all courses required (along with the corresponding descriptions) for advance approval of the degree program. Once the degree program is approved, employee will follow the process for individual classes with the exception of providing course description(s) as the courses will be approved in advance.
3. After approval is obtained from Human Resources, the employee should register for the course(s) and submit the Tuition Reimbursement Form, proof of registration, and proof of payment to Human Resources within thirty (30) days from the date of registration.
4. Within sixty (60) days of course completion, the employee is required to submit grade(s) to Human Resources for final review of eligible tuition reimbursement.

**If you choose to leave employment you must reimburse the County by this schedule:**

- Within one year of completion of the course: 100% of tuition received
- Within 24 months: 75%
- Within 36 months: 50%

## **IMPORTANT NOTES:**

- ▶ Refer to the complete Personnel Policy regarding Tuition Reimbursement for more detailed plan provisions.
- ▶ Courses are not taxable up to a limit of \$5,250 per year.

Name		
Department		
FTE	Date of Hire	
Job Title		
Course Name(s)		Course Number(s)
Name of Institution		
Division of School		
Date Course Starts	Ends	# Credit Hours
Amount of Tuition (Full)	50% at Registration	25% at Completion
Is this course part of a degree program?		
If yes, Degree / Program:		
<b>Amount of Tuition support or financial assistance, if any, you don't have to pay back (Attach documentation):</b>		
What knowledge and ability do you hope to gain from this course?		
How will this knowledge and ability apply to your present or future duties?		
I request approval of payment by Grand Traverse County for the cost of tuition for this course(s). I understand that tuition reimbursement will be paid as stated in the Tuition Reimbursement Policy. I also agree to the repayment obligations as stated in the Tuition Reimbursement Policy.		
Employee Signature	Date	

Forward form to Human Resources with Receipt Attached

## Human Resources Approval

Signature		Date
<input type="checkbox"/> notify ee <input type="checkbox"/> pr 50% <input type="checkbox"/> pr final <input type="checkbox"/> training/benefit records updated		
<hr/>		
Line Item for Payment <input type="text"/> - <input type="text"/> - <input type="text"/>		