

PROCEDURE: Tuition Reimbursement Procedures

RELATED POLICY & NUMBER: 9.6 – Tuition Reimbursement

ISSUE (REVISION) DATE: Oct. 1, 2016

Applying for Tuition Reimbursement

1. Prior to enrolling in a course, the employee completes the **Application for Tuition Reimbursement Form** and submits it to their department liaison
2. The employee's supervisor reviews and approves the Application and returns it to the department liaison (unsigned applications will be returned for completion).
3. The department liaison forwards the Application, via interoffice mail, to the Human Resources/Learning & Performance Department located in the County Administration Building, 451 W. Third St, 9th Floor.
4. The Human Resources/Learning & Performance Department reviews the application and determines whether the application is approved.
5. The Human Resources/Learning & Performance Department keeps the original submitted Application on file and sends a copy of the Application to the department liaison with the approval or denial designation.
6. The employee takes and completes the class.

Note: If the Application process is not followed, the Reimbursement Request submitted at the end of the course may not be approved.

Procedures to Request Tuition Reimbursement

The "Request for Tuition Reimbursement Form" must be submitted within 60 days after the course is completed.

1. The employee completes the **Request for Tuition Reimbursement Form**, attaching grades, fee bill, receipt of payment and receipt for any required books for which reimbursement is requested. All information must be printed on an official document.
2. The employee sends the Request, proof of final grade, a copy of the fee bill, receipt of payment and receipt for required books to his/her supervisor.
3. The employee's supervisor verifies and approves the information by signing the Request and sends all documentation to the department liaison. Requests for Reimbursement will be returned if they are unsigned.
4. The department liaison forwards the Request with proof of grades, fee bill and receipt of payment to the Human Resources/Learning & Performance Department for final approval.
5. The Human Resources/Learning & Performance Department will return a copy of the approved form to the department liaison for payroll processing and record keeping.

If an employee voluntarily terminates his/her employment with Montgomery County within **one year** (12 months) of the completion date of his/her last class, he/she will pay back 100% of the reimbursement received during that year.

Educational Assistance and Tuition Reimbursement

Participation in Montgomery County's Tuition Reimbursement program does not preclude participation in any other educational financial assistance program. However, employees can submit for reimbursement **only** the amount not paid for by other programs.

Special Considerations

Evidence of falsifying any information on either reimbursement form will be construed as dishonesty and/or stealing and will result in immediate dismissal. In the event that an employee leaves Montgomery County, either voluntarily or involuntarily, while enrolled in an approved course, he/she will no longer be eligible for reimbursement.

If an employee is laid-off while enrolled in a course that has been approved, the employee is entitled to reimbursement of that approved course pending the satisfactory completion of the requirements as stated in this policy.