



Tuition Reimbursement Program

What is the Tuition Assistance Program?

Leon County Government is committed to investing in their employees' professional growth. Each semester, eligible employees may take courses and have the tuition costs reimbursed by the County. You may take undergraduate courses, graduate level courses (Doctoral level courses are not eligible), vocational training, career development or correspondence courses. Courses eligible for reimbursement are those that will:

- 📁 improve ability to perform current job duties and promote personal career enhancement,
- 📁 develop or improve skill, ability, or knowledge within current occupational field, or
- 📁 provide cross-training to meet county needs.

After you complete your probationary period, you are eligible to participate in the County Tuition Assistance Program if you:

- 📁 meet performance standards, and
- 📁 are not involved in disciplinary actions.

What Forms Do I Use?

- 📁 Complete a Tuition Approval Form (located on the Intranet) to get approval to take courses at FAMU, FSU, TSC, Lively or any other accredited school in Florida.
- 📁 Complete a Tuition Reimbursement Form (located on the Intranet) to be reimbursed for courses taken.

How Do I Get Started?

- 📁 Notify your supervisor of intent to take courses.
- 📁 Get registration and course information from the institution. Make sure the course is accredited by a reputable association. Non-credit courses will not be reimbursed.
- 📁 Complete a Tuition Approval Form and have your supervisor sign the form. Submit completed form for Human Resources approval **15 working days prior** to enrollment in the course, to: **Human Resources (Attn. Employee Development Coordinator)**
- 📁 You will be sent a copy of the approved form (or a reason for disapproval if it cannot be approved as submitted). If you do not receive a decision regarding your request within **10 working days** of submission, please contact Human Resources.
- 📁 Register for the course(s), pay fees, and attend classes.
- 📁 When you receive your grade report, complete a Tuition Reimbursement Form.

Rates for reimbursement are:

- Undergraduate \$123.31 per credit hour
- Graduate \$308.89 per credit hour
- Online Undergraduate \$260.87 per credit hour
- Online Graduate \$486.54 per credit hour

- 100% with a grade of A or B,
- 50% with a grade of C, or
- 50% on a pass/fail system

Please note that Tuition Assistance Program reimbursements over the maximum exclusion amount of \$5,250 in a calendar year (*January through December*) are also taxable. Per the IRC 127(a)(20):

The maximum exclusion from gross income is \$5,250 per year. Payments made to the employee that exceed the maximum exclusion are not excluded from gross income. These payments must be included in taxable income subject to all applicable federal taxes.

- 📁 Submit the following documents to Human Resources within **60 working days** of course completion:
 - completed Tuition Reimbursement Form,
 - grade report (transcript), and
 - payment receipt

Human Resources will process the tuition approval and tuition reimbursement. Reimbursement forms will be sent to Finance for payment. Checks are generally issued within two weeks. Direct deposit is also an option. Employees will be taxed on any reimbursement amount received during the calendar year that exceeds \$5,250. Contact Human Resources for additional information.

How Can I Get Financial Help to Pay Tuition?

Check with local lending institutions for short term loans. Usually, they do not require a very high credit rating. Also, little interest will be paid since the loan will be for one semester only.

Individual institutions also offer scholarships and loans. You may contact the institutions Financial Aid office directly for financial assistance information.

- 📁 FAMU – (850) 599-3730
- 📁 FSU – (850) 644-0539
- 📁 Tallahassee State College – (850) 201-8399
- 📁 Lively Technical Center – (850) 487-7421

For additional information please contact:

LaTrell Williams
Employee Development Coordinator
Human Resources/Leon County Government Annex, Suite 210
Phone: 606-2418



People Focused, Performance Driven

Revised 7/31/2024