

Tuition Reimbursement

(Revised 05/10/19)

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Forms

The following form is referenced in this file:

- DHR 4 Tuition Reimbursement application form
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Policy

County employees satisfactorily completing work-related courses at accredited colleges and universities may apply, prior to starting the course, for tuition assistance. The Education Reimbursement program is also offered to assist employees attending conferences, training classes, workshops, and/or seminars.

Approval of funding is based on availability of funds, which may change from year to year. Tuition reimbursements for college/university course credit and/or units apply only to accredited colleges and/or universities.

Program requirements and limitations

The program requirements and limitations are stipulated in the County of San Diego Department of Human Resources (DHR) Policies and Procedures Manual - Tuition Reimbursement, Policy # 801.

Tuition reimbursement procedure

Reimbursement requests for conferences, workshops and training courses **MUST be received fifteen business days before** the course begins, otherwise reimbursement may be denied.

NOTE: CWS related and pre-approved conferences, workshops or trainings can be prepaid by the County of San Diego and should be requested via the Non-Travel (NT) process for payment by the County of San Diego. Contact the NT coordinator in your program/region for information on the process.

Allow a minimum of six weeks for reimbursement after final paperwork is submitted and approved.

Tuition reimbursement procedure (cont.)

The following table describes the procedure for receiving tuition reimbursement:

Step	Who	Required action
1	SW	Complete a County of San Diego Training/Tuition Reimbursement form (DHR 4)
2	SW	Attach a class announcement, catalog, flyer, or brochure describing course content to the form.
3	SW	Have your CWS Manager review and submit to their Deputy Director (DD) for signature on the bottom of the reimbursement form.
4	Manager	Once signed by the DD, forward the form to the Department Human Resources Officer (DHRO).
5	DHRO	<ul style="list-style-type: none"> • Review the form. • Determine if the request is appropriate and if there are sufficient funds for reimbursement. • On the form, indicate the decision made, and return the form to the SW.
6	SW	Complete course with a minimum grade of "C" or "Satisfactory."
7	SW	<p>Submit the following two items to the CWS fiscal Admin Analyst within 6 weeks after the class ends:</p> <ol style="list-style-type: none"> 1. Proof of payment: a receipt, copy of a cancelled check (front and back), or a copy of a money order. 2. Proof of completion: copy of a grade card, certificate of completion, copy of a transcript, or a written statement on the school letterhead signed by the instructor.