

TUITION REIMBURSEMENT REQUEST FORM

If eligible, full-time regular employees may receive tuition reimbursement up to \$3,000 per fiscal year.

Employees should be aware of the following:

- Tuition reimbursement are only available for the following courses:
 - Structured programs that assist the employee in attaining his or her high school diploma or equivalent (GED).
 - Technical or skills courses offered through accredited technical schools if an employee's Department Director and the Human Resources Director determine that such courses relate to the employee's current work assignments or potential promotional opportunities within the County.
 - Undergraduate and graduate courses offered through accredited colleges or universities if an employee's Department Director and the Human Resources Director determine that such courses relate to the employee's current work assignments or potential promotional opportunities within the County.
 - Courses that are part of an approved degree-related program that is relevant to the employee's current job or future advancement opportunities within the County.
- Courses of study provided by institutions that are not part of the University System of Georgia must have an accreditation recognized and approved by the US Department of Education and approved by Human Resources.
- Distance learning courses will only be approved if the course of study is not offered by an institution within the University System of Georgia and must be approved by Human Resources.
- Reimbursement applies only to tuition and required text books.
- Employees who receive other forms of financial aid, such as private scholarships or grants, assistance from a government department, and/or veterans' tuition benefits will be reimbursed only for the difference between reimbursable expenses and the aid received from other sources. Employees who receive other assistance must provide documentation of such assistance to the Human Resources Director.

If you would like to request tuition reimbursement, please complete this form and submit it to your Department Director alongside the course description. If approved by your Department Director this form and the appropriate documentation should be submitted to Human Resources prior to signing up for any courses. Human Resources will notify you of the approval or denial of your request in a timely manner. If approved, you will be required to sign the Tuition Reimbursement Agreement.



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