



Educational Assistance Reimbursement Request Form

Employee ID #:	Full Name:	Job Title:
<input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Part-Time Employee	Division:	Department:

School Name:	Degree Program Name:	School Website:
1. Course Name:	Start Date – End Date:	Tuition Reimbursement Requested:
2. Course Name:	Start Date – End Date:	Tuition Reimbursement Requested:
3. Course Name:	Start Date – End Date:	Tuition Reimbursement Requested:

Describe how your education will benefit the County in your current role (*attach page for additional space*):

Supervisor or Manager Signature:	Date Reviewed:
*Employee Signature:	Date Employee Requested Pre-Approval:
Total Educational Assistance Requested:	Date Employee Submitted Paid Receipt and Final Grades:

DO NOT WRITE BELOW - HR USE ONLY	
Pre-Approval Review: <input type="checkbox"/> Pre-Approved <input type="checkbox"/> Denied HR Signature & Date _____	If Denied, Check Reason: <input type="checkbox"/> degree not eligible <input type="checkbox"/> past deadline <input type="checkbox"/> annual reimbursement limit <input type="checkbox"/> other; attach email/memo
Final Course Grade(s) Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> *No If only partial courses are eligible, attach a revised form with eligible course(s)	Reimbursement Ready and Processed to Payroll HR Signature & Date _____

****Employee Educational Assistance Agreement***

I certify that the costs above are not covered by funds which are not required to be repaid (Veteran's Administration, GI Bill, Pell Grant, Scholarships, etc). I understand that if I voluntarily separate from Orange County prior to twelve (12) months of service from the date of course completion, the amount paid to me for reimbursement will be withheld from my final employment paycheck.

Request for Educational Assistance Reimbursement

Instructions

Overview:

In order to understand the requirements for requesting and receiving educational assistance it is important that you review these instructions carefully.

In accordance with Orange County Policy 105.5 *Educational Assistance* – educational assistance is intended for completion of coursework, associated with a degree, which mutually benefits the County and employee through enhancement of job performance and foreseeable job performance in the employee’s current job title.

Additionally, policy states that an employee must remain employed with the County for twelve (12) months following the date of the most recent date of completion or the employee must repay the amount of reimbursement.

*Please note that bargaining unit contracts may differ from Orange County Policy and Operational Regulations.

Pre-Approval Requirements:

In order to confirm eligibility for educational assistance, employees are strongly encouraged to obtain pre-approval from Human Resources prior to the start of the coursework. An appointment may be made with a Human Resources Service Center to review eligibility for reimbursement. A Human Resources representative will give you written acknowledgement on the Educational Assistance Request Form of your eligibility for educational assistance reimbursement.

For the pre-approval appointment the employee must bring the following documents:

- School specific degree program description which includes summary of required classes and electives
- Completed Educational Assistance Request form

Upon Completion of Coursework:

- 1) Employee must submit proof of payment receipt itemized to reflect actual paid tuition
- 2) Provide final grade transcripts, as only classes with a grade “C” or higher are eligible for reimbursement
- 3) All paperwork must be submitted and time stamped by the HR Service Center within (60) sixty calendar days of course end date.

Reminder:

Even with pre-approval, educational assistance is dependent upon available funding and submission of complete paperwork by the due date. Please contact your Human Resources Service Center if you have any questions.