



## Policy: Tuition Reimbursement

**ChildNet Number:** CN 009.070

**Original Approved Date:** June 16, 2010

**Revised Date(s):**

**Sunset Date:**

**Related COA Standard(s):** HR 4.02, HR 5.03

### Statement of Policy:

ChildNet offers opportunities for eligible employees to seek tuition reimbursement when budgets allow and subject to defined criteria.

**Board Chair's Signature:**

**Date:** 11-30-10



## **Procedure: Tuition Reimbursement**

**ChildNet Number:** CN 009.070

**Original Approved Date:** June 16, 2010

**Procedure Revised Date(s):** November 17, 2010; December 8, 2011;  
August 22, 2014; June 11, 2025

**Procedure Sunset Date:**

**Related COA Standard(s):** HR 4.02, HR 5.03

### **Definitions:**

**Audited Classes:** Classes that students attend without participating in assignments or receiving credit.

### **Statement of Procedure:**

As per the terms and conditions below, employees should not enroll in any course or curriculum, or incur any professional development expense, with the expectation of being reimbursed pursuant to the terms of this policy. Eligibility for reimbursement and all decisions relating to reimbursement will be made upon the conclusion of the course(s) for which reimbursement is being sought. Further, any reimbursement is contingent not only on approval by ChildNet pursuant to this policy but a determination by the State of Florida that reimbursement is a reimbursable expense. No ChildNet manager is authorized to deviate from this policy or provide advance, informal or advisory opinions as to whether any particular course or related professional development expense will qualify for or be approved for reimbursement and no ChildNet employee should rely upon such an opinion.

ChildNet reserves the right to end this program and/or deny reimbursement for courses or other professional development expenses.

Though employees must meet the following criteria to be eligible for tuition reimbursement at the time reimbursement is sought, eligibility does not guarantee reimbursement:

1. Full-time employment status
2. Completion of at least one full year of employment with ChildNet
3. Successful overall rating as established on the last performance appraisal
4. Absence of corrective action for the past year

Subject to the availability of ChildNet funds determined within each year's budgeting processes, when eligibility requirements are met, and all required paperwork is completed and provided according to this policy, employees may apply for reimbursement of up to 100% of allowable costs, or a maximum of \$2500, whichever is less. Allowable costs include tuition and fees, required books, supplies and equipment for approved courses taken on the employee's own time. Costs for professional license fees and/or professional memberships, as required in job descriptions, may be covered for Executive Leadership contingent upon available funds.



In the event there are more requests than budgets allow, employees will be selected based first on seniority or based on business considerations. Courses eligible for reimbursement must directly apply to the employee's current position within ChildNet. Audited classes are not reimbursable.

The following costs which may be associated with taking a course are not covered by ChildNet's tuition reimbursement program:

1. Meals, lodging, or transportation
2. Tools or supplies (other than textbooks) that can be kept after completing the course
3. Courses involving sports, games, or hobbies, unless they:
  - a. Have a reasonable relationship to the business of ChildNet, or
  - b. Are required as part of a degree program

Courses must be taken at an accredited college, university, or joint vocational school.

The employee must have received a passing grade as follows:

- "C" or above in undergraduate work
- "B" or above for graduate work
- "P" (pass) for pass/fail courses

### **Applying for Tuition Reimbursement:**

Upon completion of a course, the employee must complete the Application for Tuition Reimbursement Form.

1. The employee's supervisor reviews and recommends approval by appropriately signing the document.
2. The employee provides the Application to Human Resources.
3. Human Resources determines that all eligibility requirements have been met, recommends approval and obtains Executive Leadership's approval.
4. Human Resources keeps the original Application on file.

If the Application process is not followed, the Request for Tuition Reimbursement form submitted at the end of the course will not be approved.

The Request for Tuition Reimbursement form must be submitted within 45 days after the course is completed.

1. The employee completes the Request for Tuition Reimbursement form, and attaches grades, fee bill, receipt of out of pocket payment, and receipt for any required books for which reimbursement is requested. All information must be printed on an official document provided by the learning institution.





2. The employee sends the request, proof of final grade, fee bill, receipt of out of pocket payment, and receipt for any required books to his or her supervisor.
3. The employee's supervisor verifies and approves or denies the information, signs the request, and sends all documentation back to the employee.
4. The employee forwards the request, proof of final grade, fee bill, receipt of out of pocket payment, and receipt for any required books to Human Resources for final approval. Requests for reimbursement are returned to the employee if they are unsigned or incomplete.
5. The request is approved consistent with state guidelines for expenditures.
6. Human Resources provides a copy of the form to the Finance Department for payroll processing and record keeping.

The Reimbursement Request form, the Application for Tuition Reimbursement, and the Request for Tuition Reimbursement form are available in Human Resources on Resource Links.

#### **Educational Assistance and Tuition Reimbursement:**

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

#### **Special Considerations:**

Evidence of falsifying any information will be construed as dishonesty and/or stealing and will result in immediate termination from employment with ChildNet. In the event an employee leaves ChildNet, either voluntarily or involuntarily, while enrolled in an approved course, he or she is no longer eligible for reimbursement.

Employees accepting the terms of this policy will be required to provide written authorization of the acceptance of the terms and conditions addressed in this policy on the Application for Tuition Reimbursement. In addition, the employee agrees to remain with ChildNet for a period of not less than one (1) year from the date of the educational reimbursement. If the employee terminates within that year, he or she will be required to pay a monthly prorated amount to the organization based on a 1/12 per month formula.

**President's Signature:**

**Date:**