



<b>Policy 6.4</b>	<b>Tuition Reimbursement</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 7/9/13			

## TUITION REIMBURSEMENT

6.4

### POLICY

It is the policy of DuPage County to provide educational assistance for eligible employees who want to further their education in courses that are work-related. DuPage County is committed to the career growth and development of its employees by enhancing their knowledge and skills through further education.

### ELIGIBILITY

- All full-time employees who have completed one (1) year of continuous employment with DuPage County.

### GUIDELINES

- Funds for tuition reimbursement may be allocated at the discretion of the County Board at the beginning of the fiscal year. Funds are available on a first come first served basis.
- Approval for the course must be obtained in advance from the Department Head. Upon approval, tuition will be reimbursed if the course is directly related to the employee's present position, job family or part of a job-related degree or program. The Department Head and the Human Resources Director, or designee, will determine whether a course is directly related to an employee's current job duties or a foreseeable future position.
- The course must be taken for college credit at an accredited educational institution. The amount reimbursable is a maximum of \$1,500 per calendar year as determined by the last day of scheduled classes.
- Reimbursement for any non-credited courses must receive prior approval from the Department Head and the Director of Human Resources.
- Funding for approved courses will be consolidated in the Human Resources Department Budget for overall County-wide distribution.
- Tuition will be reimbursed at 100%, up to the \$1,500 annual maximum, upon completion of the course, providing a grade of C or better is obtained.

## PROCEDURES

1. Pre-approval for course eligibility must be obtained from the Department Head and the Human Resources Director or designee. Pre-Approval Forms for tuition reimbursement are available on the internet or in the Human Resources Department.
2. The request for pre-approval must be filled out by the employee, signed by the Department Head or Elected Official and submitted to the Human Resources Department prior to the start of the course.
3. Receipts for reimbursement must be turned into the Human Resources Department no more than (90) days after completion of the course.
4. Reimbursement will be paid to the employee upon submission of the required documentation on the next available pay date, in accordance with payroll deadlines.

## EXCEPTIONS

The following are not covered under the tuition reimbursement policy:

- Books
- Lab fees
- Seminars
- Travel/Parking expenses
- Certifications and/or licenses required to meet the minimum requirements of a position.

The [Tuition Reimbursement form](#) is available on the internet under the Human Resources tab.