






WAKULLA COUNTY TUITION ASSISTANT PROGRAM

What is the Tuition Assistance Program?

The Tuition Assistance Program is your opportunity to improve your knowledge skills and ability. Each semester, eligible employees may take courses and have the tuition costs reimbursed by the County. You may take undergraduate courses, graduate level courses, vocational training, career development or correspondence courses. Courses eligible for reimbursement are those that will:



-  Improve abilities to perform the official job and promote personal career enhancement,
-  Develop or improve knowledge, skills, or ability within the occupational field, or
-  Provide cross-training to meet county needs.

After you complete your probationary period, you are eligible to participate in the County Tuition Assistance Program if you:

-  Meet performance standards, and
-  Are not involved in disciplinary actions.

You may attend classes during or after work hours, with your supervisor's approval.

What Forms Do I Use?

-  Complete a **Tuition Approval Form** (located in HR) to get approval to take courses at FAMU, FSU, TCC, Lively or any other appropriate school if you want to be reimbursed for fees.
-  Complete a **Tuition Reimbursement Form** (located in HR) to get reimbursed for courses taken.

How Do I Get Started?

1. Notify your supervisor of intent to take courses.
2. Get registration and course information from the institution. Make sure the course is accredited by a reputable association. Non-credit courses will not be reimbursed. Call Deborah DuBose, Human Resources, at 926-9500 if you need help with this step.

3. Complete a Course Approval Form before the course begins. The supervisor signs the form and submits it, for approval, to:

Deborah DuBose, Human Resources

You will be sent a copy of the approved form (or a reason of disapproval, if it cannot be approved as submitted).

4. Register for the course(s), pay fees, and attend classes.
5. **As soon as you receive your grade report**, complete a Request for Reimbursement Form (available via www.mywakulla.com) You will be reimbursed at the rates of:

- Undergraduate \$104.23 per credit hour
 - Graduate \$ 236.60 per credit hour
 - Online Undergraduate \$ 214.23 per credit hour
 - Online Graduate \$ 426.60 per credit hour
- 100% with a grade of A or B,
 - 50% with a grade of C, or
 - 50% on a pass/fail system.

6. Submit to Deborah DuBose, Human Resources, the following:

- ❖ Completed Request for Reimbursement Form,
- ❖ A grade report, and
- ❖ A payment receipt.

Human Resources will process tuition approval and tuition reimbursement forms within the order in which they were received. The reimbursement forms will then be sent to Finance for issuance of checks. Employees may call Deborah DuBose to find out whether the forms have been received.



How Can I Get Financial Help to Pay Tuition?

Check with local lending institutions for short term loans. Usually they do not require a very high credit rating. Also, little interest will be paid since the loan will be for one semester only.

Individual institutions also offer scholarships and loans. You may contact the institutions Financial Aid department directly for financial assistance information.