

TUITION REIMBURSEMENT INSTRUCTIONS

GENERAL INFORMATION

Any active full-time employee who has completed one or more years of continuous service with the Court prior to the time of application shall be eligible to participate in the tuition reimbursement program. Employees may complete the Franklin County Municipal Court Tuition Reimbursement application online or by hand. Applications for approval of institutions and courses eligible for reimbursement must be made to Human Resources not more than 45 days and not less than 15 days prior to the first day of the scheduled course. Courses must be taken at accredited colleges, universities, technical and business institutes, or other approved locales. The benefit year for tuition reimbursement is based on a calendar year. No employee on an unpaid leave of absence, unauthorized leave of absence, disability leave, injury leave or workers' compensation may participate in the program while on such leave.

APPLICATION INSTRUCTIONS

READ AND COMPLETE THE ENTIRE FORM

- Please type or print legibly.
- See the School Code table below. Use code **#999** for any school not listed.
- Enter all information requested for identification of course work for which you are seeking reimbursement. Course(s) with a start date outside the 45 days should be submitted on a separate application in the appropriate time frame. You are responsible to submit the completed application no less than fifteen (15) days prior to the start of the scheduled course. You must notify the Human Resources Office when switching or canceling a class after the application has been approved.
- Applicants who are eligible for scholarships or grants must declare the dollar value of such as it would be available during the time period covered by any application for tuition reimbursement. Student loans that must be repaid will not be deducted from the reimbursement.
- Certify that all the information provided in this application is true to the best of your knowledge. Enter the date.
- Submit the completed application to the Human Resources Office for approval.

REIMBURSEMENT

Reimbursement for instructional fees, associated general and laboratory fees for approved courses will be based upon successful completion of the course(s). Employees must present an official certificate or its equivalent and an original receipt of payment or unpaid bill from the institution confirming completion of the approved course(s). Successful completion shall mean a grade of at least a C for undergraduate courses and a B for graduate level courses. If a course is graded Pass/Fail or Satisfactory/Unsatisfactory, receipt of a Passing or Satisfactory grade shall qualify for reimbursement. If a course is not successfully completed for any reason, the Court will not reimburse any tuition. If an employee is separated from Court service through discharge for cause, resignation, or retirement during the duration of a course, the Court will not pay reimbursement for tuition.

SCHOOL CODE TABLE

058	American Intercontinental	038	Fort Hays State University	012	Park University
042	American Military University	007	Franklin University	029	Penn State
027	Arizona State University	046	Grand Canyon University	044	Pima Community College
047	Ashland University	018	Harvard University	056	Southern New Hampshire University
015	Axia College	054	Hocking College	059	Southwestern City Schools
030	Boise State University	035	Hondros College	049	Tiffin University (Law Enf Masters)
050	Boston University	055	Indian Wesleyan	017	University of Cincinnati
021	Bowling Green State University	020	John Hopkins University	036	University of Dayton
051	Bradford School	014	Jones International University	057	University of Phoenix
041	Capella University	045	Keller Graduate School (DeVry)	060	University of Toledo
004	Capital University	013	Kent State University	034	Urbana University
031	Case Western Reserve University	024	Liberty University	026	Utica College
001	Central Michigan University	022	Maryville University	061	Villanova University
037	Central Ohio Technical College	023	Miami University	040	Walden University
032	Champlain College	048	Mount Vernon Nazarene University	062	Western Governors University
033	Clark State Community College	025	Muskingum University	039	Wilberforce University
043	Columbia Southern University	052	North Central University	999	Other Schools Not Listed Above
016	Columbus College of Art and Design	053	Ohio Christian University		
002	Columbus State Community College	008	Ohio Dominican University		
005	Delaware Area Career Center	019	Ohio Fire Academy (Reynoldsburg)		
006	DeVry University	009	Ohio State University		
003	Eastern Kentucky University	011	Ohio University		
028	Excelsior College	010	Otterbein College		

**FRANKLIN COUNTY MUNICIPAL COURT
TUITION REIMBURSEMENT APPLICATION**

EMPLOYEE INFORMATION							
Last Name		First Name		MI	Employee ID Number	Check One <input type="checkbox"/> 2501 Municipal Court – Judges <input type="checkbox"/> 2601 Clerk of Court	
Phone Number		Classification			Hire Date (MM/DD/YY) / /		
Email			Bargaining Unit A	Work Hours TO	Days Off &		
SCHOOL INFORMATION							
School Code		School Name (If choosing "999" enter school name below)			Course Type <input type="checkbox"/> U = Undergraduate (Associate or Bachelor) <input type="checkbox"/> L = Law (J.D. or LL.M.) <input type="checkbox"/> G = Graduate <input type="checkbox"/> P = Doctorate (Ph.D.)		
Seeking a degree? YES <input type="checkbox"/> NO <input type="checkbox"/>		What is the degree?		What is the major?			
Prior enrollment in Tuition Reimbursement Program? YES <input type="checkbox"/> NO <input type="checkbox"/>		<i>NOTE: First application for any degree program must be accompanied by a letter of acceptance from the school.</i>					
Course work is related to employment with the Court? YES <input type="checkbox"/> NO <input type="checkbox"/>		<i>NOTE: If NO, attach a justification memo to support a first application for any course work unrelated to your current job classification or courses that may lead to career advancement within the Court.</i>					
COURSE INFORMATION							
Course Title	Course #	Credit Hours	Course Start Date (MM/DD/YY)	Course End Date (MM/DD/YY)	Online Course (Y/N)	Course Schedule Days Hours	Course Cost with Fees*
					YES <input type="checkbox"/> NO <input type="checkbox"/>		
					YES <input type="checkbox"/> NO <input type="checkbox"/>		
					YES <input type="checkbox"/> NO <input type="checkbox"/>		
<i>*NOTE: No reimbursement will be granted for books, paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of instructional fees and associated fees (general and laboratory).</i>							
I am eligible for grants or scholarship funds: YES <input type="checkbox"/> NO <input type="checkbox"/>		If YES, enter amount: \$		Course schedule conflicts with my work schedule: YES <input type="checkbox"/> NO <input type="checkbox"/>		<i>NOTE: All courses must be taken at times other than scheduled working hours.</i>	
CONDITIONS							
<ul style="list-style-type: none"> I certify that I am a full-time employee who has completed one or more years of continuous active service. I understand that I may not participate in the tuition reimbursement program while on an unpaid leave of absence, unauthorized leave of absence, disability leave, injury leave, or workers' compensation. I understand that the Human Resources Office shall determine the approved institutions for which reimbursement for instructional fees and associated fees (general and laboratory) may be made. Courses must be taken at accredited colleges, universities, technical and business institutes or at their established extension centers, or other approved locales including courses taken via the Internet. I understand that applications for approval of institutions and courses eligible for reimbursement must be made to Human Resources not more than 45 days and less than 15 days prior to the first day of the scheduled course. Courses on an application cannot be switched for reimbursement without prior approval of the Human Resources Office. I must notify the Human Resources Office when canceling a class after this application has been approved. I understand that reimbursement for instructional fees and associated general and laboratory fees will be made when I satisfactorily complete a course and present an official certificate or its equivalent and an original receipt of payment or unpaid bill from the institution confirming completion of the approved course. Successful completion shall mean a grade of at least a C for undergraduate courses and a B for graduate level courses. If a course is graded Pass/Fail or Satisfactory/Unsatisfactory, receipt of a Passing or Satisfactory grade shall qualify for reimbursement. I understand that if I am eligible for any financial assistance from any governmental or private agency available to me, whether or not applied for and regardless of when such assistance may have been received, it shall be deducted in the entire amount from the full tuition reimbursement. If my tuition is fully covered by another governmental or private agency, I will not be entitled to reimbursement from the Court. I understand that if I am separated from Court service through discharge for cause, resignation, or retirement, I must repay the tuition reimbursement paid by the Court for undergraduate course taken less than two years prior to the date of separation, and for graduate courses taken less than three years prior to the date of separation. If necessary, this amount will be deducted from my terminal leave pay or final paycheck. 							

Name (L, F, M)

All information contained in this application is true to the best of my knowledge.

Applicant Signature _____

Date (MM/DD/YY) _____

APPROVALS/SIGNATURES
Approving this reimbursement, I agree that the applicant meets all of the criteria listed below: 1. Applicant has sufficient continuous service time. 2. The course/s or degree program listed is related to the applicant's current job or may lead to career advancement within the Court. 3. The educational institution listed conforms to the tuition reimbursement policy. 4. The applicant's work schedule and course schedule do not conflict. 5. The application was submitted within the specified time requirements.

Denial Reason:

Approve

Deny

Supervisor/Division Authorization _____

Date (MM/DD/YY) _____

FOR COURT HR USE:

Entered into system: _____

Approve

Deny

Human Resources Authorization _____

Date (MM/DD/YY) _____

Amount of Tuition Reimbursement Authorized: \$ _____