Collier County

Human Resources - Tuition Assistance Application & Reimbursement Request Process

First time applicant, Changing Degree Program or School, or Change in Department/Division
1. Review CMA #5344 and the SharePoint Program Outline.
2. Degree approval request packet to be routed through your **Division Director**. The packet must include:
   a. Degree Program Statement
      ☐ Employee's name, County position and division.
      ☐ Educational institution the employee will attend.
      ☐ Program of study being pursued.
      ☐ Details about why they chose the program.
      ☐ Details about how they will use the coursework in their work.
      ☐ How the degree program will benefit the County.
   b. Outline of the Degree Program
   c. Cost
   d. Proof of Accreditation (educational institution **AND** degree program)
3. Once the **Department Head** has approved, send the packet and approval email to **TalentDevelopment@colliercountyfl.gov** for final review and approval. If the program complies with the CMA, the employee is notified they are approved to participate.

Submitting for new classes once the degree program is approved
1. Submitting your first semester and continue a degree program without change.
   • Email the completed, approved Application for Tuition Assistance and Course Statement to **TalentDevelopment@colliercountyfl.gov** no later than two weeks after the first day the course begins.
2. The employee will receive email confirmation once your application has been reviewed and approved.

Submitting for Tuition Reimbursement at the conclusion of a school term
1. Review reimbursement request checklist (see below).
2. Email the request for reimbursement packet to Talent Development. The packet must include the items listed below to be added to the initial request documents within 90 days of successful course completion.
   a. The Request for Tuition Reimbursement Form.
   b. Itemized receipt of payment.
   c. Official Transcript.
   d. A statement of disclosure regarding non-reimbursable financial aid (e.g., grants, scholarships)
   e. Any other documents as deemed appropriate by the Human Resources Director.

Tuition Reimbursement Packet Checklist
☐ Tuition Assistance Application
☐ Degree program statement (if the first term or a new school only)
☐ Course statements (if not on the application)
☐ Tuition/Bursar's payment document
☐ Other supplemental documents (program outline, non-reimbursable aid, etc.)
☐ Reimbursement Request
☐ Official Transcript