City of Jacksonville
Employee Services Department
Tuition Reimbursement Application Process

Processing Steps at Department Level/Instructions for Program Participants

One three-page application is required for **each** course.
Applications must be turned in for approval **prior** to the start of the course.

Applications checked for completion of the following:
- Date of Application
- Employee Name
- Job title, department and **COJ** email address
- Work address, office or work cell phone number
- Employment Date (Probation completed or exemption noted if necessary)
- Employee ID number
- Civil Service box checked **OR**
- Exempted from Civil Service – Appointed and SPE Employees
- Educational Institution
- Start and End Dates (an "open" end date is not acceptable)
- Course Number (determines dollar amount reimbursed)
- Course Name
- Credit Hours
- Total cost of tuition (amount charged by institution, not approved amount)
- Indicate what kind of degree – AA, BS, Masters and what major, such as AA Accounting
- Statement of how course work is related to a position in the City(page 2)
- Employee Signature and Date (page 2)
- Department Director or Designee checks Approved or Disapproved (page 3)
- Department Director or Designee Signatures/Dates (page 3)

Scan and email the three-page application to **tuition@coj.net**

- In the **subject line** of the email, please include the following:
  - Employee Name, Department Name and either the word "Application" or "Completion"
  - Examples:
    - John Doe – Public Works – Application
    - John Doe – Public Works – Completion

Tuition Reimbursement Application Process (cont.)

Upon Completion of Courses(s)

The employee must provide **three** documents:
- Certificate of Completion which **must** contain:
  - Employee Name and EIN
  - Department
  - Name of Course and Course ID Number on
  - Date Completed
  - Grade Achieved (must be C or better)
  - Signature
  - Repayment Agreement Date
- Receipt that shows **how** tuition was paid – credit card, student loan, check, etc.
- Grade sheet that has employee name, course name and ID number, credit hours and grade

The Department is not required to be involved in the completion process, but the employee must email all of the required documentation to **tuition@coj.net.**

Miscellaneous Information

- Payroll turnaround is usually one to two cycles, depending on when the paperwork is received and if it is complete
- Reimbursement is entered into Oracle onto a non-taxed line item
- Grants, scholarships and GI Bill payments will be reviewed by Employee Services on a case-by-case basis
- Second degrees are possible, but must meet several criteria – let Employee Services know if employee has a degree, but wants to obtain a second one
- If employee drops course or the course name/dates change due to the school, Employee Services must be informed as soon as possible
- If a Director denies an application, Employee Services must be informed