ORANGE COUNTY FLORIDA
Human Resources

Educational Assistance Reimbursement Instructions

Overview:

Orange County has established policy *105.5 Educational Assistance* to help eligible employees improve job skills and enhance their opportunities for advancement within the County. Educational assistance is intended for completion of coursework, associated with a degree, which mutually benefits the County and employee through enhancement of job performance and future potential in the employee's service to the County. These instructions provide the guidelines for eligibility, reimbursement limits, and the process for requesting assistance, ensuring fair and consistent application of educational benefits.

Employee Eligibility:

Reimbursement is made only to employees, after completion of the six (6) month initial hire probationary period who are on active payroll upon successful completion of coursework and submission of reimbursement paperwork. Educational Assistance is for tuition cost and costs incurred in the registration process (books are excluded). Reimbursement amount per fiscal year is $2,500 for full-time employees and $1,250 for part-time employees with less than 35 hours per week. If employee separates from the County within 12 months from the course completion date, the reimbursement amount may be withheld from employee's final payment.

**Please, note that bargaining unit contracts may differ from Orange County Policy and Operational Regulations.*

Course Requirements:

Employee must be enrolled in a course as part of a degree seeking program accredited by an agency recognized by United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Course completion is defined as having earned a grade of "C" or better on an alphabetic scale, the equivalent on a numerical scale or a grade of "Pass" on a pass/fail rating system.

Submission Process:

- Complete Educational Assistance Reimbursement form.
- Submit proof of payment receipt to reflect tuition paid, not covered by other educational assistance resources (e.g., Veteran's Administration benefits, GI Bill funds, grants, or scholarships).
- Provide final grade transcript with a grade "C" or higher, or "Pass" on pass/fail rating scale.
- All documents must be in English, submitted and time stamped by Human Resources within 60 days of course end date.

Note:

Educational Assistance Reimbursement is contingent upon submission of complete paperwork by the due date, the annual appropriation of funds for this purpose, and it is subject to change at any time. If you have any questions, contact Human Resources at HumanResources@ocfl.net or (407) 836-5661.

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Educational Assistance Reimbursement Checklist

Please ensure you have completed the following before sending your Educational Assistance Reimbursement Form to Human Resources.

- Complete Educational Assistance Reimbursement Form.

- Provide an official receipt from the educational institution including the school name, term/ session, method of payment, amount paid. (The reimbursement amount requested does not include any funds covered by Veteran's Administration benefits, GI Bill funds, grants, or scholarships).

- Provide proof of successful course completion in English (e.g., transcript or grade report must include start date and end date of the course term or session) with a grade of "C" or better, equivalent numerical grade, or "Pass" on a pass/fail system.

- The total reimbursement request amount shall not exceed $2,500 for Full-time employees, and $1,250 for Part-time with less than 35 hours per week per fiscal year.

- The total reimbursement request amount does not include the cost of books/textbooks.

- Submit educational assistance reimbursement request within 60 days of course completion.

- Upload the completed educational assistance reimbursement request packet to HR inBox.

Refer to Orange County Policy Manual and Operational Regulations > 105.5 Educational Assistance

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Educational Assistance Reimbursement Form

Employee ID #:	Full Name:	Job Title:
☐ Full-Time Employee ☐ Part-Time Employee	Division:	Department:

School Name:	Degree Program Name:	School Website:
1. Course Name:	Start Date – End Date:	Tuition Reimbursement Requested:
2. Course Name:	Start Date – End Date:	Tuition Reimbursement Requested:
3. Course Name:	Start Date – End Date:	Tuition Reimbursement Requested:

Describe how your education will enhance your contribution to County service *(attach page for additional space)*:

**Employee Educational Assistance Agreement:* *I certify that the costs above are not covered by funds which are not required to be repaid (Veteran's Administration, GI Bill, Pell Grant, Scholarships, etc). I understand that if I voluntarily separate from Orange County prior to twelve (12) months of service from the date of course completion, the amount paid to me for reimbursement may be withheld from my final employment paycheck.*

*Employee Signature:	Date Employee Requested Pre-Approval:
Total Educational Assistance Requested:	Date Employee Submitted Paid Receipt and Final Grades:

DO NOT WRITE BELOW - HR USE ONLY	
Reimbursement Pre-Approval: ☐ Approved ☐ Denied HR Signature and Date: _____	If Denied, Check Reason: ☐ Degree not eligible ☐ Past deadline ☐ Met fiscal limit ☐ Other; attach email/memo
Final Course Grade(s) Eligible? ☐ Yes ☐ *No If only partial courses are eligible, attach a revised form with eligible course(s)	Reimbursement Ready and Processed to Payroll HR Signature and Date: _____