



# Town of Davie

Administrative Policy #07.002  
Effective October 04, 2007

## Tuition Reimbursement

**General:** The purpose of this section is to establish a procedure for the administration of Tuition Reimbursement. For employees governed by collective bargaining agreements or individual employment agreements, the language of the agreement supersedes the provisions of this section.

**Policy:** It is the policy of the town to pay regular full-time employees eighty percent (80%) of the educational expenses paid, up to a maximum of \$3,500 per fiscal year for no more than two (2) courses per semester, for reimbursement of educational expenses for college courses where the course is closely related to the work being performed by the employee, and when there is a reasonable indication that the course will help the employee render better performance to the town; provided the employee receives a grade of "C" or better for the course and other funds such as grants [Florida Resident Access Grant (FRAG) and all others], scholarships, fellowships, or GI bill funds are not available from which such educational expenses may be paid. If the course is presented on a "pass/fail" basis, the employee must receive a grade of "pass" to be eligible for reimbursement.

There may be a reasonable indication that the course will help the employee render better performance to the town if the course is required to complete a degree program which is closely related to the work being performed by the employee or if the course or the aforementioned degree program for which the course is a requirement helps prepare the employee for a promotional opportunity within the career ladder in which the employees current job classification resides.

In all cases, the Town Administrator or designee will, in his or her sole discretion, determine if the course is beneficial to the Town and, therefore, if educational expenses for such course maybe potentially eligible to be reimbursed, with the exception that the Town Council will determine if courses taken by the Town Administrator are beneficial to the Town and if educational expenses for such courses are to be reimbursed.

### **Definitions:**

Tuition Reimbursement: A program under which regular full-time employees may be reimbursed educational expenses for approved college courses.

Educational Expense: Tuition and Associated Fees.

Tuition: The price of or payment for instruction.  
(Does not include laboratory fees, matriculation fees [unless the matriculation fee is actually Tuition], registration fees, parking fees, cost of books, shipping fees for books, or taxes on same, etc. )

Associated Fees: Fees which if not paid would preclude the employee from taking the college course. Includes laboratory fees, matriculation fees, and registration fees. (Does not include parking fees, cost of books, shipping fees for books, or taxes on same, etc. )

College Course: A postsecondary course taken at a college or university where such college or university has received "institutional" accreditation as defined by the U.S. Department of Education or where the program, department, or school under which the course is taken has received "specialized" or "programmatic" accreditation as defined by the U.S. Department of Education. Said "institutional" accreditation and/or "specialized" or "programmatic" accreditation must have been received by an accrediting agency recognized by the U.S. Department of Education. Further information may be obtained on the U.S. Department of Education website at [http://www.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg6.html).

Accreditation: Accreditation of a college or university at which a college course is taken, or of a program, department, or school under which the course is taken, may be determined by reviewing the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs at <http://ope.ed.gov/accreditation/Search.asp>.

**Procedure:**

- A. Prior to February 1<sup>st</sup> of the fiscal year prior to the fiscal in which college course will be taken:  
(in order to allow for the budgeting of funds for tuition reimbursement)
- a. An employee wishing to apply for tuition reimbursement must submit his or her preliminary request in writing to his or her department director in the form of a memorandum.
  - b. If the department director feels that the course(s) meets the criteria for payment, he or she will include, in his or her Budget Request, sufficient funding for such reimbursement.
- B. Prior to June 30<sup>th</sup> of the fiscal year prior to the fiscal in which college course will be taken:
- a. An employee wishing to apply for tuition reimbursement must submit his or her request in writing to his or her department director on a completed Tuition Reimbursement Pre-Approval form (attached as Exhibit A)
  - b. The request should contain information as to the nature of the course (Course Description) or nature of the degree program (Description of Degree Program),
  - c. Its length,
  - d. Cost of tuition and associated fees.
  - e. If the department director feels that the course or degree program meets the criteria for payment, he or she will submit the request to the Town Administrator or designee with recommendation for approval.
  - f. Incomplete requests will be returned to the originating department.
  - g. The Town Administrator or designee, in his or her, sole discretion will either approve or deny the request. The Town Administrator's or designee's decision is final.
- Employees registering for classes with Class Titles that do not clearly reflect a relationship to the work they perform should be prepared to provide documentation that the class is either a core class or a listed elective to their pre-approved course of study along with a class description. Failure to be able to provide such documentation in advance or upon request may result in reimbursement being denied.
- C. Following completion of the college course (if the course or degree program for which the course is a requirement has been pre-approved) the employee must submit the following:
- a. A completed Tuition Reimbursement Final form (attached as Exhibit B)
  - b. A copy of the approved Tuition Reimbursement Pre-Approval form
  - c. A copy of the certificate or transcript received showing course completion with a grade of "C" or better (or grade of "pass" if course is "pass/fail") should be furnished to the department director.
  - d. Documentation clearly indicating that the employee had paid tuition for the course.





DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
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**Tuition Reimbursement Pre-Approval Request Form**

Employee's Town ID #: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Employee: \_\_\_\_\_ / \_\_\_\_\_ Job Classification: \_\_\_\_\_  
(Last Name) (First Name)

Department: \_\_\_\_\_ If Represented, Bargaining Unit (Union): \_\_\_\_\_

I wish to apply for Tuition Reimbursement Pre-Approval for the following:  Degree Program  
 College Course (one course per form):

College or University: \_\_\_\_\_

Yes  No - This college or university has received "institutional" accreditation as defined by the U.S. Department of Education or the program, department, or school under which the course will be taken has received "specialized" or "programmatic" accreditation as defined by the U.S. Department of Education.

(May be determined by reviewing the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs at <http://ope.ed.gov/accreditation/Search.asp>.

**If seeking pre-approval for a Degree Program, complete the following:**

Degree Program: \_\_\_\_\_

Length of Program (number of credits hours): \_\_\_\_\_ Level:  Associate  Baccalaureate  Masters  Doctorate

- Yes  No - Description of Degree Program is attached. (Description is Required.)
- Yes  No - The Degree Program is closely related to the work the employee performs.
- Yes  No - The Degree Program will help the employee render better performance to the town.
- Yes  No - The degree program helps prepare the employee for a promotional opportunity within the career ladder in which the employee's current job classification resides.

**If seeking pre-approval for a College Course, complete the following:**

Course Title: \_\_\_\_\_

Course Code Number: \_\_\_\_\_ Length of Course (number of credits hours): \_\_\_\_\_

- Yes  No - Course Description is attached. (Description is Required.)
- Yes  No - The course is closely related to the work the employee performs.
- Yes  No - The course will help the employee render better performance to the town.
- Yes  No - The course is required to complete a degree program which is closely related to the work the employee performs.
- Yes  No - The degree program for which the course is a requirement helps prepare the employee for a promotional opportunity within the career ladder in which the employee's current job classification resides.

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**Complete the following if seeking pre-approval for either a Degree Program of a College Course:**

Cost of Educational Expenses: \_\_\_\_\_ 80% of Cost of Educational Expenses = \_\_\_\_\_

- Yes  No - Documentation from college or university indicating the cost of Tuition (the price of or payment for instruction) is attached. (Documentation is Required and should include cost of Tuition per credit hour.)
- Yes  No - Documentation from college or university indicating the cost of Associated Fees is attached. (Documentation is Required, and should include only fees which if not paid would preclude the employee from taking the college course)
- Yes  No - No more that a total of \$3,500 in Educational Expenses reimbursement has been requested for the upcoming Fiscal Year beginning in October.
- Yes  No - Educational Expenses Reimbursement has been requested for no more than two (2) courses per semester.

I attest that the above information is true and complete. It is understood that an employee who voluntarily resigns or who is terminated may be required, upon employment separation, to reimburse the town for educational expenses if the employee has not completed two (2) years of paid continuous service after the course was completed.

Employee: \_\_\_\_\_  
(Print Name) (Signature) (Date)

Department Director: \_\_\_\_\_  
(Print Name) (Signature) (Date)

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Tuition Reimbursement Pre-Approval Request:  Approved  Denied  Returned for more information

Town Administrator: \_\_\_\_\_  
or Designee (Print Name) (Signature) (Date)



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Tuition Reimbursement Final Approval Request Form

Employee's Town ID #: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Employee: \_\_\_\_\_ / \_\_\_\_\_ Job Classification: \_\_\_\_\_
(Last Name) (First Name)

Department: \_\_\_\_\_ If Represented, Bargaining Unit (Union): \_\_\_\_\_

I wish to apply for Tuition Reimbursement Final Approval for the following College Course (one course per form):

Course Title: \_\_\_\_\_

Course Code Number: \_\_\_\_\_ Length of Course (number of credits hours): \_\_\_\_\_

College or University: \_\_\_\_\_

Cost of Tuition (the price of or payment for instruction): \$ \_\_\_\_\_ 80% of Cost Tuition = \$ \_\_\_\_\_

[ ] Yes [ ] No - A request for reimbursement of the following Associated Fees has been previously submitted.

Associated Fees (List all Associated Fees separately)

\_\_\_\_\_ \$
\_\_\_\_\_ \$
\_\_\_\_\_ \$

Total of Associated Fees \$ \_\_\_\_\_ 80% of Cost of Associated Fees = \$ \_\_\_\_\_

Total of 80% of Tuition and 80% of Associated Fees = \$ \_\_\_\_\_

- [ ] Yes [ ] No - A copy of the approved "Tuition Reimbursement Pre-Approval Request Form" is attached.
[ ] Yes [ ] No - A copy of the certificate or transcript received showing course completion with a grade of "C" or better (or grade of "pass" if course is "pass/fail") is attached.
[ ] Yes [ ] No - Documentation clearly indicating that the employee had paid Tuition for the course is attached.
[ ] Yes [ ] No - Documentation clearly indicating that the employee had paid Associated Fees for the course is attached.
[ ] Yes [ ] No - Funds such as grants [Florida Resident Access Grant (FRAG) and all others], scholarships, fellowships, or GI bill funds are available from which such Educational Expenses may be paid.
[ ] Yes [ ] No - No more that a total of \$3,500 in Educational Expenses Reimbursement has been requested for the current Fiscal Year.
[ ] Yes [ ] No - Tuition Reimbursement has been requested for no more than two (2) courses per semester.

I attest that the above information is true and complete. It is understood that an employee who voluntarily resigns or who is terminated may be required, upon employment separation, to reimburse the town for educational expenses if the employee has not completed two (2) years of paid continuous service after the course was completed.

Employee: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Department Director: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Tuition Reimbursement Final Approval Request: [ ] Approved [ ] Denied [ ] Returned for more information

Town Administrator: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)
or Designee

[ ] Yes [ ] No - Funds have been allocated and are available. [ ] Returned for: \_\_\_\_\_ (Reason)

Purchasing Division: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)
Staff Member