

**MIAMI-DADE COUNTY**  
**HUMAN RESOURCES DEPARTMENT**  
**PERSONNEL, TIME & ATTENDANCE**  
**TUITION REFUND PROCESSING CHECKLIST**  
**(REQUIRED)**

Employee ID	Last Name	First Name
DPR or Tuition Refund Coordinator (TRC)	Department	Contact Number

**In order to ensure that tuition refunds are processed expeditiously, please ensure that all instructions are carefully followed. All required supporting documentation should also be included with all applications and claim forms.**

1. "Approval to Participate Forms" should be sent to Human Resources (HR) - Career Development for approval.  
"Reimbursement Claim Forms" should be forwarded to HR - Payroll & Information Management (PIM) for processing. Claim forms which are not properly completed or missing documentation will not be processed by PIM. They will be returned to the department and delay payments to employees.
2. The Tuition Refund amount due to the employee must be clearly identified by the DPR/TRC.
3. Review of each claim should include a review of previously paid claims in order to determine eligibility e.g., application of any non-refundable financial assistance such as grants, scholarships, fellowships, waiver's, employee discounts.
4. "Approval to Participate Forms" must be signed by the employee's department director or designee. "Reimbursement Claim Forms" must be signed by the employee's department director or designee. Authorized signatures must be on file with PIM.

☐ **Approval to Participate**

Required Documents	✓	Reviewed by: DPR/TRC	Reviewed by: HR(Career Dev)	Comments
1. Approval to Participate (Form 108.01-66A) ( <b>original</b> ) <input type="checkbox"/> All employee disclosures are initialed <input type="checkbox"/> Employee's signature and date <input type="checkbox"/> Department Director's or designee's signature and date	<input type="checkbox"/>			
2. Curriculum for degree or certification program	<input type="checkbox"/>			
3. Documentation of estimated cost of degree/ certification program	<input type="checkbox"/>			
4. Most recent evaluation rating or score: _____	<input type="checkbox"/>			

☐ **Tuition Reimbursement Claim**

Required Documents	✓	Reviewed by: DPR/TRC	Reviewed by: HR(Career Dev)	Comments
1. Approval to Participate Form (Form 108.01-66A) on file. Program approval date: _____	<input type="checkbox"/>			
2. Reimbursement Claim Form (Form 108.01-66B) ( <b>original</b> ) <input type="checkbox"/> Financial Assistance declaration <input type="checkbox"/> Employee's signature and date <input type="checkbox"/> DPR/TRC calculation and initials <input type="checkbox"/> Department Director's or designee's signature and date	<input type="checkbox"/>			
3. *Original transcripts sent from educational institution to department.	<input type="checkbox"/>			
4. *Original payment receipts sent from educational institution to department.	<input type="checkbox"/>			
5. Most recent evaluation rating or score: _____	<input type="checkbox"/>			

\*Please note that in lieu of the original transcripts, receipts, and/or financial information submitted directly from the school, the employee, in the **presence** of the DPR/TRC, may sign on to their respective school's web page, and review their grade, receipt, and financial information with their DPR/TRC. The DPR/TRC may then print, date, and sign the printout and submit as valid supporting documentation. The employee must also sign the printout. If the web page does not contain all of the necessary information, the school will need to submit additional documentation directly to the department. **N.B., if the documentation is silent on whether the employee is receiving any non-refundable financial assistance, a financial disclosure form must be completed by the educational institution and sent directly to the DPR/TRC.**

**Additional Comments:** \_\_\_\_\_