

## TUITION REFUND PROGRAM

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### **SUMMARY**

It is established County policy, approved by the Board of County Commissioners on August 27, 1963, to promote a program encouraging County employees to improve their effectiveness by obtaining additional training. This program provides that employees enrolled in accredited educational institutions may be reimbursed for 50% of tuition costs for approved coursework which will enable them to improve their performance in their current positions and prepare them for increased responsibilities.

Tuition is the fee for instruction and lab fees, and does not include textbooks, exams, audit fees, or any other expenses.

Please refer to Administrative Order 7-4 for complete rules and guidelines of the Tuition Reimbursement Program.

### **CONTACT(S):**

#### **Department/Division**

Human Resources Department