



COUNTY OF SAN MATEO
HUMAN RESOURCES DEPARTMENT
LEARNING & DEVELOPMENT DIVISION

Tuition Reimbursement Program

A quick and easy guide to one of your most valuable employee benefits!



To learn more about the Tuition Reimbursement Program and obtain an application form, visit

<https://hr.smcgov.org/tuition-reimbursement-program>

For questions, contact the Tuition Reimbursement Coordinator at tr@smcgov.org.

Frequently Asked Questions

Who is eligible?

- The Tuition Reimbursement (TR) Program is offered to Regular, Term, and Provisional employees. Extra Help employees are not eligible.
- Employees must attend courses in an off-duty status, not on work time.
- Employees must be employed by San Mateo County from the beginning through the end of the course.

What type of coursework is covered under the Tuition Reimbursement Program?

- Courses should be position-related and/or will enhance your career development plan.
- College-level courses with an evaluation component (i.e. a course grade) taken at or sponsored by an accredited institution (community college or university).
- Workshops taken at or sponsored by a recognized professional association. A certificate of completion is required.
- Courses not taken as part of a degree program are evaluated on a course-by-course basis.
- Conferences/retreats are not covered.

How many courses will the County reimburse?

There is no limit to the number of new courses that are reimbursable.

How much does the County pay?

The County pays up to \$263 for:

- College courses under 3 units, or
- Workshops that are less than 30 hours

The County pays up to \$438 for:

- Courses of 3 units or more, or
- Workshops 30 hours or more

Are books covered?

The Tuition Reimbursement program allows **\$50 per course for book(s)** for community college, undergraduate level, or graduate level courses (taxes and shipping & handling are not reimbursed).

Will the Tuition Reimbursement Program pay for parking or other fees?

Ancillary expenses such as registration, examination and certificate fees, annual fees, and parking passes are not reimbursable.

Cancellation

If a course is cancelled after you've been pre-approved, log into Workday and access the *Tuition Reimbursement (Course Completion)* form awaiting in your inbox and complete this form to indicate cancellation or withdrawal.

1

The Process

2

To apply:

1. **Discuss course(s) with your immediate supervisor.** Ensure that all coursework will be completed while off work time, in an off-duty status.
2. **Complete a Tuition Reimbursement Application via Workday.** *Your request should be submitted at least 2 weeks before your course start date.* Log into Workday and select **View All Apps**. Select **Requests**, click **Create Request**, and under Request Type select **All**. Select **Tuition Reimbursement**.

[Video: How to Apply for Tuition Reimbursement](#)
3. **Once your request is approved by your supervisor**, it'll be routed to the Tuition Reimbursement Coordinator for final approval.
4. Once the Tuition Reimbursement Coordinator approves, a *Tuition Reimbursement (Course Completion)* form will trigger in your inbox. Please leave task pending and submit the form **AFTER** completion of your course.
5. Applications received after the course start date will be denied.

Special instructions:

- If the school advises you are “waitlisted” or will be on “add-on” status for a course, you should still submit a Tuition Reimbursement request in advance if you plan to use the program.
- The Tuition Reimbursement Program may not be used in conjunction with any other County programs, including Educational Leave.

To get reimbursed:

Within 30 days of receiving your course grade or certificate of completion:

1. **Log into Workday** and access the *Tuition Reimbursement (Course Completion)* form awaiting in your inbox, located at the top right corner of your screen.
2. **Fill this form out** and attach your course grade of “C” or better, or “pass/credit”, along with all applicable payment receipt (s) for tuition and/or book(s), and click **Submit**.

[Video: How to Submit Your Tuition Reimbursement Claim](#)

Please allow 6-8 weeks for your reimbursement to be processed.

If you have any questions throughout this process, reach out to us at [**tr@smcgov.org**](mailto:tr@smcgov.org).

