



# Tuition Reimbursement



## Why This Procedure Is Important

*To document Milwaukee County's procedure regarding the Tuition Reimbursement Program.*



## To Whom Does This Procedure Apply?

*All Benefit Eligible Employees of Milwaukee County.*



## Here Is What the Procedure Says:

*Benefit eligible employees who wish to participate in the Tuition Reimbursement Program should complete the following:*

- *Submit pre-approval application*
  - *Prior to starting a course, an employee must submit a pre-approval application to be reviewed and approved by HR's Benefit Division.*
- *After successfully completing the course, the employee is required to either email, fax, or mail the following documents within six weeks of course completion:*
  - *A copy of the completed pre-approval form*
  - *Proof of satisfactory completion in the form of an official grade report or transcript*
  - *A verified statement of cost of tuition or adequate receipts.*
- *Upon verification of payment, HR's Benefits Division reimburses the employee's tuition payment, typically within one or two payroll cycles.*



## Quiz Questions?

*After reviewing the Procedure, you will be asked the following questions to complete the training:*



## Quiz Questions?

*The Tuition Reimbursement Program is available to all Milwaukee County Employees.*

*True or **False**?*



## Quiz Questions?

*What happens if you submit your Pre-Approval form after your class begins?*

- A. Your class will be approved*
- B. Pre-Approval forms are not required*
- C. Your class will be denied. All Pre-Approval Forms must be submitted prior to the start of class***
- D. None of the above*



## Quiz Questions?

*A verified statement of cost of tuition is not required for reimbursement.*

*True or **False**?*