

## CITY OF MIAMI SPRINGS

### GENERAL EMPLOYEE TUITION REIMBURSEMENT RULES

- The employee must be a full-time general (civilian) City employee while enrolled in a course for it to be eligible for tuition reimbursement.
- Courses eligible for tuition reimbursement must be 1) from an accredited public or private academic institution, 2) directly related to an employee's particular job, position, or assignment, and 3) taken for academic credit toward a degree or certificate program.
- The reimbursement requires a grade of "C" or better, or equivalent, and is limited to \$2,500 per employee annually. If the tuition includes a course without a "C" grade or better, the eligible tuition amount will be reduced pro-rata.
- Tuition reimbursement is limited to tuition costs. Tuition that is covered by scholarships, grants, or employee discounts is not reimbursable. Tuition paid on credit or through a loan is reimbursable. Tuition reimbursement does not cover instructional materials (books, software, etc.), application fees, testing fees, audit fees, parking fees, meals, and similar expenses.
- Any employee who receives a tuition reimbursement shall be obligated to remain employed by the City for a minimum of twelve (12) months from the date of completion of any college course for which the City has provided the employee a reimbursement. If the employee voluntarily leaves the employment of the City prior to the expiration of this time period, the employee shall repay the City all college tuition reimbursement received in the prior twelve (12) months.
- Tuition reimbursement is contingent on available funding and not guaranteed.