

PROCEDURE

Series:	Human Resources
Procedure Name:	Tuition Reimbursement
Procedure Number:	HR2815
Reviewed Date:	09/29/2026
Revision #/Date:	
Effective Date:	10/01/2026
Applicable to:	All Family Partnerships of Central Florida (FPOCF) Staff.

PURPOSE:	This procedure establishes the process for requesting, reviewing, approving, documenting, and processing tuition reimbursement under the organization's Tuition Reimbursement Program.
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Maximum reimbursement: up to \$1,000 per calendar year, per eligible employee

Approval is required before the course begins. Reimbursement is subject to eligibility, successful course completion, annual limits, and available funding.

Roles and Responsibilities

Role	Responsibility
Employee	Review the policy; submit a complete request before the course begins; complete the approved course successfully; and submit required completion documentation within 60 calendar days.
Supervisor	Review job relevance, organizational benefit, scheduling impact, performance, and good standing; then recommend approval or denial.
Human Resources	Verify eligibility, remaining annual balance, documentation, budget availability, and compliance; coordinate final approval; maintain records; and initiate reimbursement processing.
CEO/Designee	Provide final approval or denial of eligible requests.

Procedure

Step 1 - Employee Request

The employee submits a Tuition Reimbursement Request Form to Human Resources at least 30 days before the course begins, or as soon as practicable if registration occurs within that timeframe.

- Course title and description
- Educational institution and program information
- Course start and end dates
- Tuition and mandatory fee costs
- Business justification explaining how the course supports the employee's current position, career development, or organizational needs

Step 2 - Supervisor Review

The supervisor reviews the request and recommends approval or denial based on:

- Relationship of the course to the employee's current or future responsibilities
- Benefit to the organization
- Operational and scheduling impact
- Employee performance and good standing

Step 3 - Human Resources Eligibility Review

Human Resources verifies:

- Regular full-time employment status
- At least six months of continuous employment
- No active disciplinary action and satisfactory performance
- Accreditation or recognition of the educational institution
- Available annual reimbursement balance within the \$1,000 limit
- Budget availability and policy compliance

Step 4 - Executive Approval

The CEO or designee provides final approval or denial. Human Resources communicates the decision to the employee in writing. Employees should not assume reimbursement is guaranteed until written approval is received.

Step 5 - Course Completion

Within 60 calendar days after the course ends, the employee submits:

- Official transcript or grade report
- Proof of successful completion
- Itemized tuition receipt
- Proof of payment, if not reflected on the receipt

Step 6 - HR Verification

Human Resources confirms that the employee successfully completed the approved course, submitted complete documentation, remains actively employed at the time of reimbursement, and has not exceeded the annual reimbursement limit.



Step 7 - Reimbursement

Employee submits the approved reimbursement, including signed tuition reimbursement for processing through Concur. Reimbursement is generally paid in the next practical expense payment and may not exceed \$1,000 per employee per calendar year.

Successful Completion Standards

- Undergraduate coursework: grade of C or higher
- Graduate coursework: grade of B or higher
- Pass/Fail coursework: passing designation
- Failed, audited, withdrawn, or incomplete courses are not eligible for reimbursement

Program Guidelines

- Participation is subject to annual budget availability and is not guaranteed from year to year.
- Multiple courses may be approved during a calendar year, provided total reimbursement does not exceed \$1,000.
- Retroactive requests submitted after a course begins generally will not be considered unless approved by the CEO due to extraordinary circumstances.
- Employees receiving grants, scholarships, military educational benefits, employer sponsorship from another organization, or other third-party assistance may be reimbursed only for eligible out-of-pocket tuition expenses.
- Tuition reimbursement is not intended to cover mandatory professional license renewals or continuing education required solely to maintain an existing credential unless specifically approved.
- Approval of one request does not guarantee approval of future requests.
- The program may be modified, suspended, or discontinued based on business needs or available funding.
- Falsification of documentation or misuse of the program may result in denial of reimbursement, disciplinary action, and repayment of previously reimbursed funds.

Eligible and Ineligible Expenses

Eligible	Not Eligible Unless Specifically Approved
Tuition	Books and supplies
Mandatory course registration fees	Computers or technology
Required laboratory fees	Parking, travel, meals, or lodging
	Student activity fees
	Late fees or interest charges
	Membership dues
	Certification or licensing examination fees

Repayment Requirement

If an employee voluntarily resigns or is terminated for misconduct after receiving tuition reimbursement, repayment is required as follows, subject to applicable law:

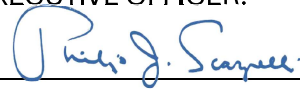
Separation After Reimbursement	Amount to Repay
Within 6 months	100%
More than 6 months but less than 12 months	50%
12 months or more	No repayment required

Repayment may be deducted from final wages only to the extent permitted by applicable law or may be collected through another mutually agreed-upon arrangement.

Required Records

- Completed Tuition Reimbursement Request & Reimbursement Form
- Approval or denial documentation
- Course description and tuition statement
- Transcript or grade report
- Itemized receipt and proof of payment
- Payroll reimbursement confirmation

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 09/29/2026