

CITY OF COLUMBUS TUITION REIMBURSEMENT INSTRUCTIONS

General Information

Demonstrating a commitment to develop a well-trained workforce, the City of Columbus offers a tuition reimbursement program. Eligible employees are encouraged to participate by completing the City of Columbus Tuition Reimbursement Application. Applicants may complete the form online or by hand. The completed application must be submitted between ten (10) and thirty (30) days [60 days for AFSCME employees] prior to the course start date. Incomplete or denied applications will be returned to the applicant with an explanation of the reason for return. The benefit year for tuition reimbursement is based on a calendar year. The yearly reimbursement amount is determined based on when the school term is started, not when the employee receives the reimbursement funds. Employees participating in the tuition reimbursement program who resign, retire or are separated for a reason other than job abolishment or layoff, may be required to repay the tuition reimbursement received. Review your collective bargaining agreement or management compensation plan document for more detailed information. Questions should be directed to your Division/Department Tuition Reimbursement Coordinator or your union representative.

Application Instructions

- READ AND COMPLETE THE ENTIRE FORM. Please type or print legibly.
- Use the tables below for the appropriate Department/Division, Bargaining Unit, Course Type and School codes.
- First application for any degree program and/or new institution must be accompanied by a letter of acceptance from the school.
- Attach a justification memo to support a first application for any course work unrelated to present employment. Second and subsequent applications need not be supported by justification information unless the degree being pursued changed.
- Enter all information requested for identification of course work for which you are seeking reimbursement. Course(s) with a start date outside the thirty (30) days [60 days for AFSCME employees] window should be submitted on a separate application in the appropriate time frame. Please remember you are responsible to submit the application no less than ten (10) days prior to the first day of the scheduled course(s).
- Applicants who are eligible for grant or scholarship funds must declare the dollar value of such as it would be available during the time period covered by any application for tuition reimbursement. Eligible employees who receive assistance from any governmental or private agency (e.g. scholarships, grants, military discounts, union discounts, fellowships, other stipends, etc.) are eligible for tuition reimbursement only if the cost of the tuition exceeds the amount of assistance received. Student loans that must be repaid will not be deducted from the reimbursement. The City of Columbus follows the principle of being a "last payer of benefits".
- Tuition reimbursement for allowable course costs and fees will be made once you present the following documents from the institution: a) an official certificate or a grade report confirming satisfactory completion of the approved course(s); b) an itemized statement of the account. Submission of these documents should be given to your Division/Department Tuition Reimbursement Coordinator within four (4) weeks of course completion.

Tables

DEPARTMENT/DIVISIONS				SCHOOLS			
20-01	City Council	45-00	Finance Director	058	American Intercontinental	024	Liberty University
22-01	City Auditor	45-01	Finance & Management	042	American Military University	022	Maryville University
22-02	Income Tax	45-05	Fleet Management	027	Arizona State University	023	Miami University
23-01	City Treasurer	45-07	Facilities Management	047	Ashland University	048	Mount Vernon Nazarene University
24-01	City Attorney	46-01	Human Resources	015	Axia College		
24-04	Real Estate	47-01	Technology Director	030	Boise State University	025	Muskingum University
27-01	Civil Service	47-02	Information Services	050	Boston University	052	North Central University
30-01	Public Safety Director	48-01	Neighborhoods	021	Bowling Green State University (State Fire School)	053	Ohio Christian University
30-02	Support Services	50-01	Health			008	Ohio Dominican University
30-03	Police	51-01	Recreation & Parks	051	Bradford School	019	Ohio Fire Academy
30-04	Fire	59-01	Public Service Director	041	Capella University	009	Ohio State University
40-01	Mayor	59-02	Refuse Collection	004	Capital University	011	Ohio University
40-03	Diversity & Inclusion	59-06	Parking Services	031	Case Western Reserve University	010	Otterbein College
42-01	Education	59-11	Infrastructure Management	001	Central Michigan University	012	Park University
43-01	Building & Zoning Services	59-12	Design & Construction	037	Central Ohio Technical College	029	Penn State
44-01	Trade & Development	59-13	Traffic Management	032	Champlain College	044	Pima Community College
44-02	Economic Development	60-00	Public Utilities Director	033	Clark State Community College	056	Southern New Hampshire University
44-03	Code Enforcement	60-05	Sewers & Drains	043	Columbia Southern University		
44-06	Planning	60-07	Power	016	Columbus College of Art and Design	059	Southwestern City Schools
44-10	Housing	60-09	Water			049	Tiffin University (Law Enf Masters)
44-11	Land Redevelopment			002	Columbus State Community College	017	University of Cincinnati
				005	Delaware Area Career Center	036	University of Dayton
				006	DeVry University	057	University of Phoenix
				003	Eastern Kentucky University	060	University of Toledo
				028	Excelsior College	034	Urbana University
				038	Fort Hays State University	026	Utica College
				007	Franklin University	061	Villanova University
				046	Grand Canyon University	040	Walden University
				018	Harvard University	062	Western Governors University
				054	Hocking College	039	Wilberforce University
				035	Hondros College	999	Other Schools Not Listed Above
				055	Indian Wesleyan		
				020	John Hopkins University		
				014	Jones International University		
				045	Keller Graduate School (DeVry)		
				013	Kent State University		
BARGAINING UNITS		COURSE TYPE					
A	Management Compensation Plan	A	Adult Education				
B	Boards and Commissions	C	Continuing Education (CWA and OLC only)				
C	AFSCME Locals 1632 & 2191	G	Graduate				
D	CWA Overtime Eligible	L	Law (J.D. or LL.M.)				
E	CWA Overtime Exempt	P	Doctorate (Ph.D.)				
F	IAFF (Fire)	U	Undergraduate (Associate or Bachelor)				
J	Ohio Labor Council, FOP						
P	Fraternal Order of Police (Sworn)						
W	Executive Police						
X	Executive Fire						

CITY OF COLUMBUS TUITION REIMBURSEMENT APPLICATION

Applicant Information								
Last Name		First Name		MI	Social Security Number		Dept/Div #	
Phone Number		Classification			Hire Date (MM/DD/YY)			
Email		Bargaining Unit Code	Work Hours TO		Days Off		FIRE ONLY Unit #	
School Information								
School Code #		School Name (If choosing "999" enter school name below)			Course Type Code			
Seeking a degree? YES <input type="checkbox"/> NO <input type="checkbox"/>		What is the degree?		What is the major?				
Prior enrollment in Tuition Reimbursement program? YES <input type="checkbox"/> NO <input type="checkbox"/> NOTE: First application for any degree program and/or new institution must be accompanied by a letter of acceptance from the school.								
Course work is related to employment with the City of Columbus? YES <input type="checkbox"/> NO <input type="checkbox"/> NOTE: If NO, attach a justification memo to support a first application for any course work unrelated to present employment.								
Course Title	Course #	Credit Hours	Course Start Date (MM/DD/YY)	Course End Date (MM/DD/YY)	Online Course (Y/N)	Course Schedule		Course Cost with Fees*
						Days	Hours	
					YES <input type="checkbox"/> NO <input type="checkbox"/>			
					YES <input type="checkbox"/> NO <input type="checkbox"/>			
					YES <input type="checkbox"/> NO <input type="checkbox"/>			
					YES <input type="checkbox"/> NO <input type="checkbox"/>			
					YES <input type="checkbox"/> NO <input type="checkbox"/>			
*NOTE: Refer to applicant's collective bargaining agreement or management compensation plan for specific allowable course fees. No reimbursement will be granted for parking, laptop use/purchase, matriculation/graduation, COTA bus, tuition deferral, late, online and/or book use fees.								For HR use:
I am eligible for grants or scholarship funds: If YES, enter amount:		Course schedule conflicts with my work schedule:						
YES <input type="checkbox"/> NO <input type="checkbox"/> \$		YES <input type="checkbox"/> NO <input type="checkbox"/>		If YES, explain arrangements that will allow participation under terms of your collective bargaining agreement or compensation plan.				
Arrangement explanation:								
Assurances								
<p>I certify that I am a full-time employee who has completed one or more years of continuous active service. I understand that approval of this application is subject to the terms of the collective bargaining agreement covering my employment. If I am not a member of any bargaining unit, I understand that my participation in this program may be governed by the management compensation plan or other administrative directive. I am responsible for submitting my application for approval of institution and course(s) pursuant to the time frame specified in my collective bargaining contract or management compensation plan prior to the scheduled course(s) start date. Any changes to the information listed must be submitted in writing through my division/department tuition reimbursement coordinator to the Department of Human Resources. I understand that I may not be eligible to apply for tuition reimbursement while on an unpaid leave of absence, unauthorized leave of absence, disability leave, injury leave and/or workers' compensation per the terms of my collective bargaining contract or management compensation plan. I understand that initial payment will be made at my expense. I certify that I will not receive duplicate payment from Veteran's Assistance, military tuition benefits or any other source of grant or scholarship funds for the course(s) listed on this application. I must submit my official grade report/certificate and a detailed fee statement/invoice from the institution confirming completion of the listed course(s). If I am participating in a deferred tuition payment option with my school, I understand the deferral fees will not be reimbursed. I understand that I may be required to repay the City of Columbus for all or part of any reimbursement I receive while participating in the tuition reimbursement program pursuant to the terms of the applicable collective bargaining agreement or applicable management compensation plan.</p> <p>All information contained in this application is true to the best of my knowledge.</p>								
Applicant Signature						Date (MM/DD/YY)		
Division/Department Review and Approval								
Verify each requirement satisfied by the applicant:								
<input type="checkbox"/> The applicant has sufficient continuous service time to be eligible for the tuition reimbursement program.								
<input type="checkbox"/> The course(s) or degree program listed is related to the applicant's current job with the City.								
<input type="checkbox"/> The educational institution listed in this application conforms to the specifications of the applicant's collective bargaining agreement (or applicable management compensation plan).								
<input type="checkbox"/> The applicant's work schedule and course schedule do not conflict.								
<input type="checkbox"/> The application was submitted within the specified time requirements.								
Division Authorization						Date (MM/DD/YY)		
Department Authorization						Date (MM/DD/YY)		
For Division/Department TR Coordinator Use								
Before submitting to City HR, this application was entered into the payroll system by: _____						Date (MM/DD/YY)		
TR Coordinator						Date (MM/DD/YY)		
For City HR Department Use								
Review Date						YES <input type="checkbox"/> NO <input type="checkbox"/>		
Reason for denial:						HR Department Time Stamp		
Reviewer						Approved		

Last Name, First Name