

VICTORIA COUNTY TUITION REIMBURSEMENT PROGRAM

Supporting Your Professional Growth

Victoria County offers tuition reimbursement to encourage employee development, support career advancement, and strengthen County services.

Eligibility

- Regular, **Full-Time County employee**
- Employed **at least one (1) year** at time of reimbursement
- In good standing with your department
- Enrolled in a **nationally accredited institution**
- Education must lead to a **degree or license/certification** applicable to County services

Funding

- **Up to \$5,250 per calendar year**
- **Lifetime maximum: \$12,500**
- Tuition only
- Funding is **first come, first served** and subject to availability

How to Apply

Before the Semester

- Submit **Tuition Reimbursement Request Form**
 - Signed by employee & department head
- Submit **Proof of Enrollment**
- Timeline:
 - No earlier than **45 days before**
 - No later than **7 days before** semester begins
- New request required **each semester**

After the Semester

- Successfully complete courses with a **passing grade**
- Submit within **30 days of semester end**:
 - Official or unofficial transcript
 - Itemized tuition receipt

*Note: Employees returning from approved protected leave may submit within **45 days of return to work***

Not Covered

- Fees, books, materials, meals, lodging, travel
- Seminars, conferences, or workshops
- Sports, hobby-related education
- Dropped, failed, or incomplete courses
- Family members or non-employees
- Employees who separate before reimbursement is issued


Reimbursement

- HR verifies documentation
- HR issues check request for reimbursement

Questions?

Human Resources Department

 Email: humanresources@vctx.org

 Phone: 361-578-0752

Victoria County Tuition Reimbursement Request Form

A new form is required each semester. Pre-approval is required before the semester begins.

EMPLOYEE INFORMATION

Employee Name (Legal): _____

Hire Date: _____

Employee ID: _____

Email: _____

Department: _____

Phone: _____

Job Title: _____

EDUCATION INFORMATION

Institution Name: _____

Semester / Term: _____

☐ Institution is nationally accredited (Checkbox)

Start-End Dates: _____

Degree / Certification Program: _____

☐ Program applicable to County services (Checkbox)

COURSE & TUITION INFORMATION (TUITION ONLY)

Course Name	Course #	Tuition Amount
	Total Tuition: \$	

Fees, books, materials, and other costs are not reimbursable.

REQUIRED DOCUMENTATION

Before the Semester (Pre-Approval)

☐ Reimbursement Request Form submitted

☐ Proof of Enrollment attached

After the Semester (For Payment)

☐ Passing grade earned

☐ Transcript attached

☐ Itemized tuition receipt attached

EMPLOYEE CERTIFICATION

I certify I meet all eligibility requirements and understand reimbursement is subject to policy, funding availability, and continued employment.

Employee Signature: _____

Date: _____

DEPARTMENT HEAD APPROVAL

I approve this request and confirm the education supports County services.

Department Head Name: _____

Signature: _____

Date: _____

HUMAN RESOURCES USE ONLY

☐ Eligible ☐ Documentation Complete

Approved Amount: _____

HR Signature: _____

Date: _____



VICTORIA COUNTY TUITION REIMBURSEMENT POLICY

1. PURPOSE

To encourage and support employees' professional growth and development, provide for optimal potential for advancement within the County, and to attract and retain top talent.

2. ELIGIBILITY

- a. The Victoria County Tuition Reimbursement benefit will be available to all Regular, Full-Time County employees in good standing, who have been employed for at least one year at the time of reimbursement.
- b. This policy is written in accordance with Internal Revenue Code (127) and other Internal Revenue Service Regulations.
- c. Victoria County Tuition Reimbursement does not discriminate based on race, color, religion, national origin, sex, sexual orientation, age, genetic information, pregnancy, veteran status, disability, or any other condition between employee classifications, favor higher compensated employees over other employees, or favor one type of qualified educational pursuit over another.

3. FUNDING

If funds are available, under this policy an employee can apply for tuition reimbursement for up to a maximum of \$5,250 per calendar year and a lifetime maximum of \$12,500. **The tuition reimbursement will be used for tuition only and no other educational expenses.**

Victoria County reserves the right to increase or decrease the maximum allotted funding at any time. Funding is allocated for the tuition reimbursement on a first come/first serve basis.

4. REQUIREMENTS

- a. Employees who utilize this program must be enrolled in a nationally accredited college, university, business institute, vocational school, or trade school for degrees or certifications applicable to county services. Victoria County will only reimburse costs for education plans leading to a degree or license/certification.
- b. The Reimbursement Request Form must be signed by the employee and their department head (elected or appointed official) before the application is accepted.
- c. All employees requesting tuition reimbursement should request reimbursement as far in advance as possible. For each semester, the employee must submit a new reimbursement request form.
- d. All reimbursements are contingent on the student/employee's completion, good standing in the classes taken, and good standing within their department. Each student must have a passing grade according to the degree program and institution's grading rubric. The County

will not provide reimbursement for courses dropped, failed, or incomplete. If a course is graded on a "Pass/Fail" basis, a "Pass" is required for reimbursement.

- i. A withdrawal/drop from any course prior to completion will result in the denial of reimbursement.
- e. The student/employee *must* submit their official transcript and itemized receipt no later than 30 days after the end of the semester to Human Resources.
 - i. Failure to submit official information within 30 days of the end of the semester could result in a loss of reimbursement.
- f. Employees who are on a leave of absence due to military leave, worker's compensation, FMLA, or any other protected leave may submit for reimbursement upon return from such leave within 45 days of the employee returning to work from authorized protected leave.
- g. Employee tuition reimbursement will only apply to the employee and does not apply as a benefit for family members or non-county employees. Legal names listed on the employee's enrollment proof must match the employee's legal name as listed on the reimbursement form.

5. EXCLUSIONS

- a. Education involving sports, games, and hobbies are excluded from the tuition reimbursement program per IRC Section 127(c)(1).
- b. Employees who have a separation of employment (dismissal, resignation, or retirement) at any time during the semester, or any time before the reimbursement is issued, will forfeit all rights to tuition reimbursement.
- c. The reimbursement will only cover tuition and exclude all other costs, including but not limited to; Fees, Books, E-Books, Educational Materials, Meals, Lodging, Transportation, Seminars, Conferences, Uniforms, etc.
- d. Similarly, seminars, conferences, and workshops normally funded by departments for employee training purposes will not be reimbursed under this policy.

6. PROCEDURE

Employees who wish to utilize the Tuition Reimbursement benefit must complete the following:

- a. **Submit Reimbursement Request Form** - Form must be turned in to Human Resources office *no earlier* than 45 days before the start of the semester and *no later* than 7 days before the beginning of the semester.
- b. **Submit Proof of Enrollment** - Enrollment proof from an accredited institution must be turned in to Human Resources *no earlier* than 45 days before the start of the semester and *no later* than 7 days before the beginning of the semester.
- c. **Submit Itemized Receipt** - After the semester ends, the employee must submit copies of all detailed receipts associated with the degree/certification. If itemized receipts are NOT presented, reimbursement may not be covered.

- d. **Submit an Unofficial/Official Transcript**-The transcript must include the current semester's grades to be applicable to receive reimbursement. Non-passing grades and class withdrawals will not be covered for reimbursement.
- e. **Reimbursement-After** Human Resources receives and verifies all receipts and transcripts, the total reimbursement amount will be calculated and submitted to the Treasurer's office to issue the reimbursement payment.