



TUITION ENROLLMENT CHECKLIST

What Should I Do Before Taking the Course?

- Attend a **Tuition Reimbursement Information Session** if possible ([register in OPUS](#)). It is not required but we strongly recommend that you attend the 2-hour session to learn valuable tips.
- Complete 1 year of permanent employment (for Classified employees; Exempt employees are eligible upon hire).
- Doublecheck my records (if I took courses previously) to ensure I have eligible funds remaining for the fiscal year which goes from Oct. 1 to Sep. 30:
 - \$2,800 if full-time
 - \$1,400 if part-time
- Plan to **attend the course on my own time** (courses taken on work time are not eligible).
- Submit the **Tuition Enrollment Form** (see page 2) at least 10 business days before the course start date.
 - Submit a separate form for each course.
 - Obtain required signature approval from department or division head.
 - Attach a course description.
 - Review the [Sample Enrollment Form](#).
 - Email or interoffice the completed form and course description to Human Resources:
Email: learning@pinellascounty.org
Interoffice mail: Human Resources, Organizational & Talent Development, Annex 4th Floor
- Wait **5 business days** for Human Resources approval or disapproval response based on eligibility and funding. NOTE: If the request is disapproved, the course will not be eligible for reimbursement.

What Should I Do After Receiving Human Resources Approval?

- Save the attachments** in the email response from Human Resources to use later:
 - Tuition Reimbursement Form
 - HR approval memo
- Enroll** in the course.
- Save your receipts** for tuition costs, registration, fees and books.



Tuition Enrollment Form

Submit this form *before* taking the course.

— ONE FORM PER COURSE IS REQUIRED —



EMPLOYEE INFORMATION	
Name	Employee ID Number
Job Title	Permanent Hire Date
Department/Division	Work Phone Number

COURSE INFORMATION		
Course Title <i>(Please attach a copy of the course description to this form.)</i>		
Name of School		Class/Credit Hours
Course Start Date	Course Completion Date	Cost
Level of Course (select one)		
<input type="checkbox"/> Certificate <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other		
Program Category (select one)		
<input type="checkbox"/> Job Skills Improvement (Coursework is directly related to your current job responsibilities.) <i>Please explain how this course will provide skills or information that can be used to improve your skills in your current job:</i>		
<input type="checkbox"/> Career Development (Coursework will prepare you for advancement, promotion or another career within Pinellas County.) <i>Major course of study:</i> _____ <i>Please explain how this course will assist in preparing you for a future position in relation to your career goal with the County:</i>		

SUPERVISOR SIGNATURE	
By signing this I indicate approval and confirm that this is a permanent employee who will attend this course on his/her own time.	
Department/Division Head Signature	Date

HUMAN RESOURCES USE ONLY (approval based on eligibility and funding)	
Director of Human Resources Signature	Date

IMPORTANT—READ THIS FIRST

- Submit this form at **least ten (10) business days before** the course starts to confirm eligibility and verify available funds.
- The coursework must be taken **on your own time**. Courses taken on work time are not eligible.
- **Permanent employees**—full-time or part-time—are eligible.
- **Classified employees** are eligible after one year of service. **Exempt employees** are eligible immediately upon hire.
- **Use the attached checklist** to ensure you complete the necessary steps including attaching the course description.

EMPLOYEE SIGNATURE
I affirm that:
<input type="checkbox"/> I am a permanent employee.
<input type="checkbox"/> I will attend this course on my own time.
<input type="checkbox"/> I have funds remaining this fiscal year (\$2,800 if full-time, \$1,400 if part-time).
<input type="checkbox"/> I have attached a course description.
Employee Signature
Date

HOW TO SUBMIT THIS FORM

- Complete the form.
- Print out the form.
- Sign it and ask your department/division head to sign it.
- Scan the completed signed form and **email the form with the attached course description to:** learning@pinellascounty.org
- Or **send the form and course description by interoffice mail to:** Human Resources, Organizational & Talent Development, Annex 4th Floor