



COUNTY OF SOMERSET DEPARTMENT OF HUMAN RESOURCES



County Administration Building
20 Grove Street
P.O. Box 3000
Somerville, New Jersey 08876-1262
www.co.somerset.nj.us

TUITION ASSISTANCE PACKET

If you are applying for Tuition Assistance, the following information is for your review and use.

- Somerset County Tuition Assistance Policy
- Tuition Assistance Application

Completed forms and any questions should be directed to:

Lori Call
Human Resources
Administration Building, Third Floor
20 Grove Street, Somerville, NJ 08876

Phone: 908-231-7094
Email: call@co.somerset.nj.us

- Mission Statement -

The County of Somerset is committed to excellence and innovation in public service, promoting the well-being of all residents and communities by providing effective, efficient and responsive leadership.

Somerset County Is An Equal Opportunity Employer

Policy

Section 1. General

It is the policy of Somerset County to encourage the development and career progress of its employees. The purpose of the tuition assistance program is to assist such development and growth by providing full-time employees with financial assistance for degree programs which are related to the employee's present position or to future positions within their current department.

Section 2. Consideration of Requests for Tuition Assistance

Tuition assistance is capped at \$750 per course (not credit hour) for undergraduate courses and \$1,000 per course (not credit hour) for graduate courses based on budget availability. A Management Committee shall approve or disapprove requests for tuition assistance on the basis of the following:

- A. A determination as to whether the course for which tuition assistance has been requested relates to the employee's present or potential future position within their current Department.
- B. A determination of whether the course for which tuition assistance has been requested can be paid for through another funding source (e.g. Veteran's benefits).
- C. The availability of funds budgeted for tuition assistance.

Section 3. Eligible Courses

- A. An eligible course must be taken by an employee on his/her own time, outside of regular work hours.
- B. A course meeting one or more of the following requirements shall be considered eligible for the tuition assistance program:
 1. A course is part of a degree program which is directly related to the responsibilities of the position an employee holds at the time application is made for assistance or a course that is part of a degree program which will prepare an employee for potential advancement within the Department.
 2. Employees are permitted to submit a request for tuition assistance for a maximum of 4 courses per calendar year.
 3. An employee is eligible to request tuition assistance for a maximum of 2 degree programs during their employment with the County.

Section 4. Eligible Expenses

Expenses which are eligible for assistance include the course tuition only.

Section 5. Conditions of Reimbursement

If an employee's course has been approved for tuition assistance, he/she shall be reimbursed, if:

- A. He/she obtains a satisfactory passing grade of "C" or better. In numerical grading systems, only those grades above the grade classified as "poor" will be considered satisfactory.
- B. He/she is not receiving tuition assistance for the course from another source.
- C. He/she is employed by the County at the conclusion of an approved course or prior to the time of reimbursement. An employee who resigns or is terminated prior to the completion of an approved course shall forfeit any right to such reimbursement.

Procedure

Section 1. Application Procedure

- A. An employee is required to discuss his/her desire to take a course under this program with his/her Division Head. The employee should be prepared to discuss the length of the course, the place at which the course will be held, the amount of tuition for the course, and the reasons for taking the course.
- B. The employee shall complete a "Tuition Assistance Application", if he/she feels the course in question is warranted. All copies of the completed application shall be forwarded to the Division of Human Resources for consideration by the Management Committee. To be considered for reimbursement, an application must be received by the Division of Human Resources at least seven working days prior to the course's starting date.

The Management Committee shall review all requests and shall approve or disapprove the course. The Division Head and the employee will be notified if the course is approved or not.

Section 2. Reimbursement Procedure

- A. Upon the completion of an approved course, the employee shall present the following to his/her Division Head: 1) the employee's copy of the approved "Tuition Assistance Application," 2) evidence of payment for the eligible expenses of the course, and 3) the grade obtained. If a satisfactory grade had been obtained, the Division Head shall forward the above material to Human Resources.
- B. Due to budget restrictions, funding will be proportionally distributed twice annually based on approved courses budgeted and the funding available. The available funds will be equally distributed to all those approved for tuition assistance based on the amount allowed for the class and the funds available.
- C. Tuition assistance payments will be made no later than 4 weeks after the end of the calendar year in which the classes were taken.

**SOMERSET COUNTY
TUITION ASSISTANCE APPLICATION
(Please fill out one application per class)**

Employee Name _____ Date _____

Job Title _____ Department : _____

Degree Program: _____ Level: ___ Undergraduate ___ Graduate

Learning Institute: _____

Course Name: _____

Course Description:

Days and Time of Course: _____

Start Date: _____ End Date: _____ Cost(Tuition Only): _____

Are you receiving funding for this course or your degree program from another source?

_____ No _____ Yes, description _____

Employee Signature: _____ Date: _____

TO BE COMPLETED BY THE DIVISION AND DEPARTMENT HEADS

The reasons this course will be of value are:

DIVISION HEAD Signature: _____ Date _____

DEPARTMENT HEAD Signature: _____ Date _____