

Tuition Reimbursement Guide

Approval and eligibility for Tuition Reimbursement will be established in accordance with Pinal County Policy 5.30 (Tuition Reimbursement Procedure Policy). The actual amount of reimbursement is a function of funding availability and total dollar amount of requested reimbursement.

1. Complete Pinal County Tuition Reimbursement Program Application
2. Submit completed application to Department Director for department approval.
3. Forward approved document to Human Resources for verification and final determination. **(Please remember, document must be received thirty (30) days prior to the start of classes to be eligible for consideration.)**
4. A decision will be provided to you, in writing, within 10 days of receipt of application. If application is incomplete or further information is requested, this response timeline may be extended to ensure compliance and accuracy.
5. If any modification to the request takes place, such as a change in course schedule, following approval, Human Resources must be notified immediately to review and ensure eligibility. Failure to notify Human Resources may result in change in eligibility.

After your course/program is completed:

1. You **must** submit official transcripts and receipts for the completed courses and supporting materials to Human Resources within thirty (30) days of the completion of each course (as listed on the official transcript and application).
2. Transcripts must reflect a passing grade.
3. Receipts for books should have the course for which it was purchased noted.
4. Reimbursement will be issued by check and mailed to the employee's address on file. This may take up to 3 weeks for delivery.