



CITY OF MEMPHIS

TUITION REIMBURSEMENT PROGRAM

GENERAL PROCEDURES AND GUIDELINES

- Employees who are currently participating in the tuition reimbursement program and/or who are planning to participate must complete a **Tuition Reimbursement Educational Goals and Objectives Form** and submit to Division Director and the Division of Human Resources for review and approval of degree program/course of study. Degree program/course of study must be related to job and/or that will enhance employee's potential for advancement to other jobs within the City. **(Please attach the degree program required courses/program guide with the educational goals and objectives form.)**
- Employees must complete a **Tuition Reimbursement Application Form** for each **term** and submit to the Division Director and the Division of Human Resources at least five (5) business days prior to the first day of class. **Note:** Employees must indicate on application if applied for or received any benefit from grants or scholarships, e.g., Pell Grant, the Veterans Administration, etc. Tuition Reimbursement Program/Policy will not duplicate other financial aid programs.
- Applications for classes must be submitted according to the following schedule:

September – December

January – May (with classes ending mid June)

June – August

- Reimbursement will only be considered for courses that are successfully completed with a grade of "C" or better for undergraduate or with a grade of "B" or better for graduate-level courses. **All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class.**
- The City will only reimburse for tuition costs (which may include books). **Fees are not included in reimbursement.**

Employee Reimbursement: Employees must submit original document(s) from institution with course, grade, tuition cost and/or book cost. Employee must complete a tuition book form for book reimbursement.

Institution Deferred Payment: Institution(s) must submit document(s)/invoice listing employee, division, social security number, term, course, grade, tuition cost and/or book cost.

- The following educational institutions participate in the City of Memphis tuition reimbursement deferred payment program. Employees who are enrolled in these institutions must submit an approved copy of their **tuition application form** to the

Bursar's Office in order to fall under the deferred payment program. Otherwise, the City will not be responsible for payment.

Christian Brothers University
Crichton College
LeMoyne-Owen College
University of Memphis

- Employees must notify their Division and Division of Human Resources if withdrawing from a course or plan to change a course which has already been approved.
- Employees who receive reimbursement under the provisions of the Tuition Reimbursement Policy PM-58-03 must remain in regular, full-time employment with the City of Memphis Government for a minimum of two (2) years following degree program/course of study completion or class completion or shall be required to reimburse the City for all funds expended as outlined in the policy.
- Divisions must notify the Division of Human Resources when an employee, who has participated or are participating in the Tuition Reimbursement Program, is in the process of separating employment with the City of Memphis.

Employees may contact the Division of Human Resources Employee Special Services Service Center regarding the City of Memphis Tuition Reimbursement Program.

Employee Special Services Service Center
125 N. Main – Room 438
Memphis, TN 38103
(901)576-6408

DIVISION OF HUMAN RESOURCES

*******VDC, HR Project Coordinator**

Employee Special Services Service Center

Lorene Essex, Director