

Board of County Commissioners (BCC)
Post-Secondary Education Support Program (PSESP)
Tuition Reimbursement

SUMMARY:

This program provides that BCC employees enrolled in accredited educational institutions may be reimbursed for 50% of tuition costs, for approved coursework which will enable them to improve their performance in their current positions and prepare them for increased responsibilities. Tuition is the fee for instruction and lab fees only, and does not include textbooks, exams, audit fees, or any other expenses.

QUALIFICATIONS:

All BCC employees who take approved coursework and achieve a grade that is “C” or higher and is acceptable by the school as a passing grade, will be entitled to a refund of 50% of tuition costs upon completion of the course. Employees receiving financial assistance including scholarships, fellowships, grants, and/or Veteran’s benefits, will be eligible for a refund of 50% of tuition costs after the financial assistance has been applied to the tuition costs.

ELIGIBILITY OF EMPLOYEE:

All full-time BCC employees are eligible for participation in the Tuition Refund Program once they have completed 13 pay period of full-time employment with the County.

ELIGIBILITY OF COURSEWORK:

Degree and certification programs at accredited institutions which relate directly to career opportunities within Miami-Dade County are eligible for approval. All courses must be taken outside of working hours unless the Commissioner/Office Director approves the use of annual leave, compensatory time, or holiday leave. On-line courses and programs provided by accredited educational institutions are eligible for tuition reimbursement.

PROCEDURE:

- ✓ Employees wishing to participate in the Tuition Refund Program shall submit to the Commissioner/Office Director an application for coursework/degree approval no later than 45 days prior to the start of the first semester of classes.

- ✓ All approved applicants will submit a request for reimbursement, along with tuition receipts, official grade notifications, and all supporting documentation, to the Commissioner/Office Director no later than thirty days from the receipt of the grades.

- ✓ The Commissioner/Office Director shall submit to the Tuition Refund Coordinator all applications, whether approved or disapproved, with the supporting documents for final review and reimbursement approval.

TUITION REFUND COORDINATOR (SUPPORT STAFF):

The Support Staff Tuition Refund Coordinator shall maintain program oversight responsibilities to include the following:

- (a) Review all supporting documents submitted by the departments to ensure proper accountability for refund disbursement.
- (b) Calculate the 50% refund.
- (c) Approve and submit all refund requests for final disbursement.