

STEPS TO TUITION REIMBURSEMENT

KEEPING SHELBY COUNTY GOVERNMENT ONE OF THE BEST PLACES TO WORK

COMPLETE NEW HIRE PROBATION

Participants must be employed full-time with the County and have completed new-hire probation. This is typically six months for most employees.

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IDENTIFY QUALIFYING COURSE OR PROGRAM

It must be directly related to an employee's official duties or career advancement with the County.

COMPLETE EDUCATIONAL GOALS AND OBJECTIVES (EGO) FORM

Form must be signed by your department head.

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COMPLETE FAFSA AND APPLY FOR ALL FEDERAL AND STATE FUNDS

Provide documentation of application and approval or denial. Some certification programs may not require employees to complete FAFSA.
VISIT → STUDENTAID.GOV

SUBMIT TUITION REIMBURSEMENT APPLICATION

Attach signed EGO Form and FAFSA documentation, if applicable.

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AWAIT APPROVAL

Processing time typically takes up to 2 weeks.

RECEIVE APPROVAL EMAIL FROM HR DEPARTMENT

Email will come to employees' work email addresses.

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REGISTER FOR APPROVED COURSE OR PROGRAM

Employees can now complete payment for and start course or program.

SUCCESSFULLY COMPLETE COURSE

Course must be completed with passing grade of "C" or higher or a program equivalent.

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COMPLETE TUITION REIMBURSEMENT PAYMENT REQUEST

Attach proof of completed course, official grade, and payment.

AWAIT REIMBURSEMENT PAYMENT

Typically takes up to 4 weeks.

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ALL FORMS CAN BE FOUND AT MY.SHELBYCOUNTYTN.GOV BY CLICKING "TUITION REIMBURSEMENT."
FOR ADDITIONAL QUESTIONS:  TUITION.REIMBURSEMENT@SHELBYCOUNTYTN.GOV

