



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

## Tuition Loan Repayment Application – Exempt Group

Personal Information				
Department Name	Employee ID	Last Name, First Name	Contact Phone Number	Email Address
Mailing Address		City	State	Zip
Job Code Title	Are you participating in another tuition repayment program? <input type="checkbox"/> Yes <input type="checkbox"/> No		How much eligible tuition did you pay last year? \$	
Lender Information				
Name	Mailing Address	City	State	Zip
Name	Mailing Address	City	State	Zip
Employee Certification:				
<p>I understand that:</p> <ul style="list-style-type: none"> <li>The Tuition (student) Loan Repayment Program provides reimbursement of employee’s student loan obligations on an annual basis in accordance with the provisions outlined in the applicable section of the County ordinance. Reimbursement is for tuition paid for employee only (dependent loans do not qualify).</li> <li>The student loan repayment is a taxable benefit and will be added to my taxable gross income.</li> <li>I may not participate in another tuition loan repayment program. Loan forgiveness programs are not considered repayment programs for purposes of the Tuition Loan Repayment Program.</li> <li>I will be required to provide documentation in accordance with the provisions outlined in the applicable section of the County ordinance and supporting documentation will be required for approval of my repayment (see list of acceptable documentation).</li> <li>I may only claim one repayment per fiscal year in accordance with the amounts and provisions set forth in the applicable section of the County ordinance.</li> <li>Payment will be issued within thirty (30) days from the date Employee Benefits and Services Division (EBS) approved your request.</li> </ul> <p>I certify that:</p> <ul style="list-style-type: none"> <li>I have completed my degree for which I am requesting tuition repayment.</li> <li>I am in active repayment status for my student loan, and I am not in default status.</li> <li>I am not participating in another tuition loan repayment program.</li> <li>I have not received education funds from the County to pay for the degree for which I am requesting tuition repayment.</li> <li>I am requesting repayment for tuition paid for completion of my degree and not that of a dependent.</li> <li>All of the information above is true and correct.</li> </ul>				
Employee (Print & Sign)			Date	
This document/form incorporates use of e-signature(s) in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.				
Appointing Authority (Print & Sign)			Date	
HR Office Use Only				
HRBP Validation				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is employee in a regular position and scheduled for at least 80 hours per pp?		HRBP EE ID:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is employee in paid status?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was employee’s last WPE a “meets standards” or above?		HRBP Initial:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is employee on a current work performance improvement plan?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is employee on a current leave restriction plan?		Date:	
Benefits Validation				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did employee receive a bachelor’s degree from an accredited college?		EBS EE ID:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is student loan qualifying?		EBS Initial:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is student loan in good standing?			
<input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$2,000 <input type="checkbox"/> \$2,500 <input type="checkbox"/> \$3,000		Eligible payment amount based on continuous years of service?	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
			Date:	

Distribution: Original – Department HRBP

## Tuition Loan Repayment Application Process

Submit an original completed Tuition Loan Repayment Application and supporting documentation to your Department's Appointing Authority.

Failure to provide the supporting documentation as outlined below will result in denial of your request. Please refer to the applicable section of the County ordinance for detailed information on the Tuition Loan Repayment Program provisions.

### Disbursement of Funds:

Employee must complete an application and submit supporting documentation for each year's payment.

Each payment is set per year and shall not exceed the maximum payment amount per year. Eligibility for the first payment is two or more continuous years of service with the County. Continuous service is defined as the total length of service from an employee's most recent date of hire in a regular position with no separation from County employment.

County employees who are in a regular full-time exempt classification and have two or more years of continuous County service may apply for the first payment of up to \$1,000. Annual payment amounts and qualifying years of service are outlined in the table below.

Payment Schedule	Maximum Annual Payment	Qualifying Years of Service
1	\$1,000	2 years of continuous service with the County
2	\$1,500	3 years of continuous service with the County
3	\$2,000	4 years of continuous service with the County
4	\$2,500	5 years of continuous service with the County
5	\$3,000	6 years of continuous service with the County

### Required Documentation:

- Proof of qualifying degree. Qualifying degree is defined as a degree from an accredited college.
- Statement(s) from student loan lender that demonstrate the following:
  - Loan is in good standing and not in default status.
  - Proof of loan payments for the period of time in which reimbursement is being requested

For additional details on Required Documentation and Frequently Asked Questions, visit:

[Tuition-Loan-Repayment-Program-FAQ-Exempt-Unit.pdf \(sbcounty.gov\)](#)