

Tuition Loan Repayment Program Implementation eff. July 1, 2019

Submit Tuition Loan Repayment Application and hard copies of supporting documentation to your Appointing Authority for review. Once approved, Appointing Authority submits to Human Resources Officer (HRO) for review.

HRO reviews for job status and performance eligibility. Once approved, HRO submits to Employee Benefits and Services (EBSD) for education expense review. If denied, HRO returns to Appointing Authority.

EBSD reviews for education/expense eligibility. Once approved, submits to Auditor Controller (ATC) for payment processing. If denied, returns to the HRO.

EBSD will send notification of application approval or denial. If approved, payment will be processed within thirty days of the date the application was approved by EBSD.