



HUMAN RESOURCES DEPARTMENT

CONTINUING EDUCATION APPROVAL AND TUITION REFUND APPLICATION

Rev: 16 | Date: 02/18/2025

Distribution: HR Copy to be retained by employee

FORM J-138 Rev.3/09

Employee ID: _____

Name	Telephone Extension	Date Employed
Job Title	Department/ Division	Employee Group

Application Data

Name of School

School Address (City, State & Zip code)

Course(s)		Title of Course(s) to be taken	Date of Course(s)		Tuition Cost Per Course	Grade
Number	Credits		Start	End		

If receiving other education subsidy (i.e. GI Bill, Florida Prepaid College, Scholarships), please identify	Total (Tuition only, no fees, books, or materials)
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If these course(s) are progress toward a degree, complete the following

Degree Level	Major	No. of credits required	No. of credits acquired	Planned credits this year
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State how course(s) or degree relate to your current position or career





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I certify that I have read the Tuition Refund Program guidelines on the reverse side (page 2) of this form. I understand and agree that reimbursement is contingent upon my abiding by these guidelines.

Employee's Signature

Date

Director's Comments

Do course(s) or degree in progress maintain or improve employee's skills in current field of specialization? Yes No

Briefly explain

Application Approved
 Application Disapproved

Supervisor's Signature (if applicable)

Date

Application Approved
 Application Disapproved

Director's Signature

Date

Refund Approved (Final)
 Refund Disapproved (Final)

Director's Signature

Date

For FOP Only – Certificate Course

Application Approved
 Application Disapproved

Accepted by (HR Coordinator):

Date

Amount of refund

HR Director's Signature

Date

Refund Approved
 Refund Disapproved

Human Resource Signature

Date

If disapproved, state reason



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Tuition Refund Program

Program Objective

To encourage City of Fort Lauderdale employees to take courses that enhance their performance in their current roles or prepare them for promotion to higher-level related responsibilities.

Benefits

Employees with approved applications will be eligible for tuition refunds based on their final course grades: A – 100%, B – 75%, C – 50%, Satisfactory/Pass – 75%. For college or university programs, eligible employees may receive refunds for up to 24 semester hours or 36 quarter hours per year. For vocational, technical or adult training programs, refunds are available for up to 288 classroom hours per calendar year. Refund amounts shall be based on, and shall not exceed, the established credit-hour tuition rate as charged by the State of Florida's public universities or colleges at the time of enrollment, even if the employee attends a private educational institution. Approved pass/fail certificate courses qualify for a 75% refund (100% for employees in the IAFF and FOP bargaining groups). Pre-approval is required for FOP certificate courses.

Note: Tuition reimbursements may be taxable as per Internal Revenue Service (IRS) regulations.

Eligibility

Regular employees who have completed 12 consecutive months of service with the City of Fort Lauderdale are eligible to apply for tuition reimbursement for eligible courses. An eligible course is any course that, in the judgment of the Director of Human Resources or Designee, is directly related to the employee's current role or a higher-level related role and aligns with the program's stated objectives.

City Service Obligation

If an employee resigns or is terminated within two years of completing any eligible educational, vocational, technical, or adult training program for which they received a refund, the employee must immediately repay refunded amount to the City. For post-graduate (doctorate) level programs, refer to the union contract. Should an employee fail to immediately reimburse the City, the City may deduct the refund from any salary or wages due to the employee.

Procedure

1. Employees must submit the application form at least five (5) business days before the class begins to their Department Liaison. The Department Liaison will forward the application to the Department Head to enter their recommendation and approval, after which it will be sent to HR.
2. Employees are responsible for paying the tuition directly to the accredited educational institution and securing enrollment. Reimbursements cover only the base tuition rate—expenses such as textbooks, lab fees, or any other charges are not eligible. Courses must be taken outside of working hours, unless the Department Head approves the use of accumulated annual leave or compensatory time.
3. To receive a tuition refund, employees must submit an original transcript notification, a certificate of satisfactory completion, or both to HR within 30 days of course completion. A grade report and proof of payment must be provided before a refund can be processed.

For more information about the Tuition Refund Program, contact Nisa McFarlane, 954-828-5747 or TuitionRefund@fortlauderdale.gov.