Tuition Loan Repayment Program

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 Business Partner (HRBP) for review.

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

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.