



COUNTY OF SAN MATEO
HUMAN RESOURCES DEPARTMENT
LEARNING & DEVELOPMENT DIVISION

Tuition Assistance Program (TAP)

A quick and easy guide to one of your most valuable employee benefits!



To learn more about the Tuition Assistance Program, visit

smcgov.org/hr/tuition-assistance-program

For questions, contact the Tuition Assistance Program Coordinator at tr@smcgov.org.

Frequently Asked Questions

Who is eligible?

- The Tuition Assistance Program (TAP) is offered to Regular, Term, and Provisional employees. Extra Help employees are not eligible.
- Employees must attend courses in an off-duty status, not on work time.
- Employees must be employed by the County from the beginning through the end of the course.

What type of coursework is covered under TAP?

- Courses should be position-related and/or enhance your career development plan.
- College-level courses with an evaluation component (i.e. a course grade) taken at or sponsored by an accredited institution (community college or university).
- Workshops taken at or sponsored by a recognized professional association. A certificate of completion is required.
- Subscription fees for professional development services.
- Courses not taken as part of a degree program are evaluated on a course-by-course basis.
- Conferences/retreats are not covered.

How many courses will the County reimburse per year?

There is no limit to the number of standalone courses eligible for reimbursement. However, courses completed via a subscription service are subject to a per-12 month maximum.

How much does the County pay?

Eff. 8/1/23, TAP pays up to \$300 for:

- College courses under 3 units, or
- Workshops that are less than 30 hours

Eff. 8/1/23, TAP pays up to \$600 for:

- Courses of 3 units or more, or
- Workshops 30 hours or more

Eff. 8/1/23, TAP pays up to \$100 per 12 months for:

- Courses completed at subscription-based learning providers from a list of [pre-screened providers](#). Providers not on this list will be evaluated on a case-by-case basis.
- Eligibility is per rolling 12-month period. For example, if you exhaust your \$100 allotment on July 31, you would next be eligible for up to \$100 on July 31 of the following year.

Are books covered?

Effective 8/1/23, TAP allows **\$100 per course for book(s)** for community college, undergraduate level, or graduate level courses (taxes, and shipping & handling are not reimbursed).

Will TAP pay for parking or other fees?

Ancillary expenses such as registration, examination and certificate fees, annual fees, and parking passes are not reimbursable.

Cancellation

If a course is cancelled after you've been pre-approved, log into Workday and access the *Tuition Reimbursement (Course Completion)* form awaiting in your inbox and complete this form to indicate cancellation or withdrawal.

To apply:

1. **Discuss course(s) with your immediate supervisor.** Ensure that all coursework will be completed while off work time, in an off-duty status.
2. **Complete a TAP application via Workday.** *Your request should be submitted at least 2 weeks before your course start date.* Log into Workday and select **View All Apps**. Select **Requests**, click **Create Request**, and under Request Type select **All**. Select **Tuition Reimbursement**.

[Video: How to Apply for TAP](#)
3. **Once your request is approved by your supervisor,** it'll be routed to the TAP Coordinator for final approval.
4. Once the TAP Coordinator approves, a *Tuition Reimbursement (Course Completion)* form will trigger in your inbox. Please leave task pending and submit the form **AFTER** completion of your course.
5. Applications received after the course start date will be denied.

Special instructions:

- If the school advises you are “waitlisted” or will be on “add-on” status for a course, you should still submit a TAP application in advance if you plan to use the program.
- TAP may not be used in conjunction with any other County programs, including Educational Leave.

To get reimbursed:

Within 30 days of receiving your course grade or certificate of completion:

1. **Log into Workday** and access the *Tuition Reimbursement (Course Completion)* form awaiting in your inbox, located at the top right corner of your screen.
2. **Fill this form out** and attach your course grade of “C” or better or “pass/credit”, or certificate of completion, along with all applicable payment receipt(s) for tuition and/or book(s), and click **Submit**.

[Video: How to Submit Your TAP Claim](#)

Please allow 6-8 weeks for your reimbursement to be processed.

If you have any questions throughout this process, reach out to us at [**tr@smcgov.org**](mailto:tr@smcgov.org).



Program Purpose

The County of San Mateo is committed to the development of employees and the belief that education is a lifelong process which improves self-esteem, enhances work performance, and increases career mobility within the organization, thereby helping employees provide better service to the public.

The County's Tuition Assistance Program is administered and budgeted through the Learning and Development Division of the Human Resources Department.

Program Goals

- Provide tuition assistance to persons pursuing job-related college degrees or certificates.
- Provide financial assistance to persons attending job-related skill enhancement workshops.
- Provide tuition assistance to persons pursuing college degrees or certificates that will provide a career development opportunity when a clear career nexus exists between the current position and the potential future position.
- Provide financial assistance to persons attending individual courses that are directly job or career development related.

Questions?

Contact the TAP Coordinator at at 650-363-4343,
email questions to tr@smcgov.org, or visit
smcgov.org/hr/tuition-assistance-program