

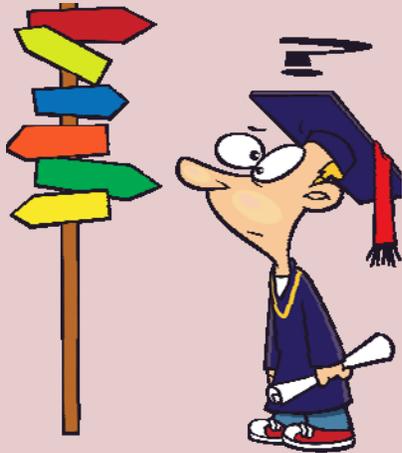
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## Contact Information

### Employee Benefits

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111 Soledad, 2nd Floor  
San Antonio, TX 78205  
Phone: 210-207-0073  
Fax: 210-207-2176  
E-mail: [HRCustomerService@sanantonio.gov](mailto:HRCustomerService@sanantonio.gov)



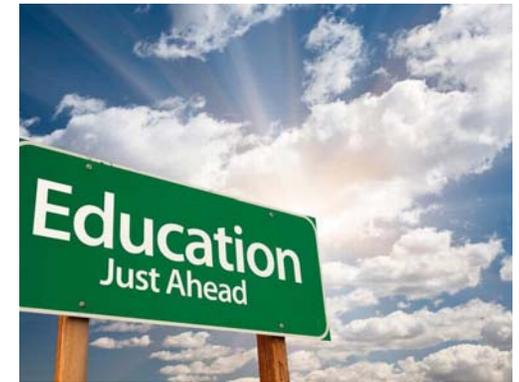
“Education is a gift that none  
can take away.”  
~ American Proverb



CITY OF SAN ANTONIO  
**HUMAN RESOURCES DEPARTMENT**

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# Tuition Assistance Program



CITY OF SAN ANTONIO  
**HUMAN RESOURCES DEPARTMENT**



There's no time like the present!



### Who is eligible to apply?

- Full-Time, civilian active employees.
- Grant-Funded employees.
- Police and Fire Academy Trainees.

### What courses are eligible for Tuition Reimbursement?

- Reimbursement is available for undergraduate, graduate, and doctoral courses taken from an accredited institution in a classroom or online.
- **NEW!** Career and Technical School Certificate programs are now eligible for reimbursement.
- Courses or certificate programs should relate to the development of your career opportunities within the City.

"I'm not telling you it's going to be easy. I'm telling you it's going to be worth it."  
~ Art Williams

### What do I need to do to apply for reimbursement?

- Download the **Tuition Assistance Program Application** found on Forms Net (<http://cosaweb/isd/formnet>).
- Proof of approved degree plan, final grade earned or proof of course completion of Pass/Fail courses, and the number of credit hours earned, including the duration of the course.
- Copy of your invoice/bill from the school or institution.
- Approval and signatures from your supervisor and Department Director.
- Provide the completed Tuition Assistance Program Application packet to Employee Benefits; 111 Soledad, 2nd Floor; no later than 45 days after your final grades have been posted.



### How is reimbursement determined?

- Tuition reimbursement rates are tied to the UTSA Undergraduate tuition rate for a 4-year institution or the Alamo Colleges rate for a 2-year institution and may not exceed these rates.
- Reimbursement is further based on the letter grade earned by the participating employee for the course under the qualified degree plan. Please see the chart below.

| Letter Grade Earned | Percentage of Tuition |
|---------------------|-----------------------|
| A                   | 100%                  |
| B                   | 90%                   |
| C                   | 75%                   |
| D                   | 0%                    |
| F                   | 0%                    |

- "Pass/Fail" course reimbursement amount is 100% for courses receiving a "Pass."
- Courses taken from non-accredited institutions are not eligible for tuition reimbursement.
- You can receive reimbursement for a maximum of 6 credit hours per enrollment period (semester or duration of a course), up to a maximum of 18 credit hours per fiscal year.
- Costs for expenses such as books and fees will not be reimbursed.