



Bexar County Tuition Reimbursement Program

Eligibility:

- All full-time, regular employees in positions authorized by Commissioners Court are eligible to participate after they have completed their first six months of employment.

Retention Agreement:

- One-year retention commitment to the County. The employee must remain employed with the County for a minimum of one year from the date on the most recent issued reimbursement check

Program guidelines:

- This program allows an employee to receive a partial reimbursement for tuition and mandatory fee costs (as identified below) at a maximum of two courses per school term as identified below, with a maximum of six courses per fiscal year

Reimbursement:

- Reimbursement costs include tuition and mandatory fees such as lab fees, library fees, student center fees, automated services and records processing, registration, student services, and identification cards fees.
- The maximum amount of reimbursement for college courses is based upon the prevailing tuition rate set by the University of Texas-San Antonio (UTSA). Non-college courses, pass-fail courses, certificate courses, or professional development courses are paid at the prevailing UTSA rates or the rate the employee paid, whichever is lower.
- Reimbursement costs do not include internships or supplementary costs, such as books, course supplies, parking, late fees, penalties and orientation fees, applications for graduation, installment fees, or copies of official transcripts or certificates.
- The amount reimbursed is contingent upon the employee's successful completion of courses as

Undergraduate Graded Courses	Graduate Graded Courses	Non-Graded Courses	Pass-Fail Courses
90% - a grade of A	90% - a grade of A	50% - Satisfactory	50% - Pass
80% - a grade of B	80% - a grade of B	0% - non-satisfactory	0% - Fail
50% - a grade of C	50% - a grade of C or below		
0% - a grade of D or below	0% - a grade of D or below		

- If the employee received scholarships, grants, or gifts, participate in education assistance, or GI Bill programs to cover all or part of the cost of tuition, that amount will be used to calculate the employee's tuition reimbursement. Employees are not eligible to receive two types of tuition reimbursement. Student loans are not calculated against tuition reimbursement.



Stephanie Casiano
Bexar County Human Resources Department
 211 S Flores Street
 San Antonio, TX 78204
 210.335.2545 (Main)
 210.335.2656 (Direct)

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