



Request for Reimbursement for College Credits

Please review the information on the reverse side prior to completing the request form

NOTE: Do not submit this form for courses taken as part of an AACPS cohort.

You MUST provide proof of payment for this coursework. A copy of the College/University bill MUST be attached.

Last Name (Please Print)	First Name	MI	Work Location	University Attending	Last 4 SSN (required)
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Check One: Unit I Unit II Unit III Unit IV Unit V Unit VI

Semester	Year	Course No.	Course Title	Semester Hours	Official Transcript	Bill/Invoice
					Attached	Attached

Did you receive a federal or state grant for all or part of the expenses incurred in taking any of these courses?
 No Yes If yes, how much \$ _____

Please check if applicable:

- Unit I**
- I am pursuing a degree in a designated shortage area. A *Request for Approval of a Master's Program Leading to a Degree in a Critical Shortage Area*[†] is on file in Human Resources.*
 - I am completing coursework for renewal of a professional certificate or for professional improvement.

- Unit II, Unit III, Unit IV, Professional Support (V) & Executive Staff (VI)**
- I am pursuing an advanced degree and am requesting reimbursement per my unit's Negotiated Agreement or Board Policy.
 - I am completing coursework for the enhancement of expertise in the job, have submitted the required information, and am requesting reimbursement per my unit's Negotiated Agreement or Board Policy.
 - For Units II, V, & VI:**
I am enrolled in a career-related doctoral program, as approved by the Director of Human Resources. A copy of my program, signed by my college advisor and approved by the Director of Human Resources, is on file in Human Resources. The *Request for Approval of a Career-Related Doctoral Program*[†] has also been submitted to Human Resources.

NOTE: Units V & VI – Do not use this form to apply for a **Professional Development Allowance**. Please use the appropriate form for this reimbursement.[†]

*A copy of the master's or doctoral program signed by the college advisor must be on file in Human Resources. Refer to Article 9(I) Options for Shortage Areas of the TAAAC agreement for additional information on reimbursement for advanced degrees.

[†]This form is available online at www.aacps.org, Human Resources, Employee Forms.

<p>NOTES:</p> <ol style="list-style-type: none"> 1. A request for reimbursement for work completed must be submitted after the close of the semester. All employees shall be reimbursed no later than the 15th of the month according to the schedule: October, December, March, and June provided all documentation has been received by Human Resources by the 15th of the previous month. 	<ol style="list-style-type: none"> 2. Please review the appropriate Negotiated Agreement or Board Policy for reimbursement eligibility for your unit. 3. For reimbursement purposes a year begins with the fall semester and ends with the following summer. 4. In the event of an overpayment, AACPS/Human Resources reserves the right to remove the overpayment from an employees subsequent paycheck.
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Reimbursement WILL NOT be processed without ALL required documentation.

Signature (required)	Date (required)	If you have any questions, contact the Division of Human Resources at 410-222-5078.
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Reimbursement of Tuition for College Courses

Please review this information prior to completing the request form

Employees of Anne Arundel County Public Schools (AACPS) are eligible for reimbursement for college coursework taken while employed with AACPS. Reimbursement shall be made in accordance with Board policy and/or with provisions of the Negotiated Master Agreements. Please refer to the appropriate area for details on eligible number of credits and reimbursement amounts:

- TAAAC Members Unit I Negotiated Master Agreement, Article 9
- AEL Members Unit II Negotiated Master Agreement, Article 12
- Professional Support Staff (Unit V) Administrative Regulation 801.03 (GBC-RA)
- Executive Staff (Unit VI) Administrative Regulation 801.02 (GBC-RA)
- SAAAAC Members Unit IV Negotiated Master Agreement, Article 14.6
- AFSCME Members Unit III Negotiated Master Agreement, Article 18.10

Unit I members who are working towards an Advanced Professional Certificate by completing a master's degree must submit a planned program signed by the university or college advisor to the Office of Human Resources (TAAAC Article 9.C.1). A grade of 'B' or better must be earned to be reimbursed.

For **Unit II, Professional Support Staff (V) and Executive Staff (VI)**, college coursework is subject to approval of the Director of Human Resources and must be applicable to some clearly defined objective, such as a planned program leading to an advanced degree or the enhancement of expertise in the job.

Unit III and **Unit IV** members should submit to the Office of Human Resources for approval prior to enrolling in the course.

Units III and **IV** must earn a grade of 'C' or better to be reimbursed.

For **Unit V** and **VI** staff seeking reimbursement for non-college coursework, please refer to the **Professional Development Allowance** form.

Cohort participants may not submit for tuition reimbursement for the courses paid by the partnership. Courses offered through an AACPS/college partnership cohort are directly billed to AACPS by the participating college; therefore, an individual reimbursement form may not be submitted for any of the cohort courses. If there is a question as to whether a specific course is a cohort course or if any fees were paid directly to the college for the course, please contact the Office of College/University Partnerships at 410-721-8308.

Article 9(I) of the TAAAC Negotiated Agreement states *"Employees pursuing advanced degrees in designated shortage areas, as approved by the Director of Human Resources, shall have the option to be reimbursed the full tuition amount up to the University of Maryland graduate rate. Employees choosing this option shall incur a 4-year service requirement from the date of the completion of the program for which the tuition reimbursement is paid. This service requirement may be prorated or waived by the Director of Human Resources based on extreme hardship or extenuating circumstances."* Please refer to the listing on the AACPS website (Human Resources, Frequently Asked Questions, Tuition Reimbursement) for the current listing of Critical Shortage Areas.

Article 12(A6) of the AEL Negotiated Agreement states *"... Additionally, employees who are enrolled in an approved career-related doctoral program as approved by the Director of Human Resources will be reimbursed up to \$2,450 per year."* Application forms for reimbursement for college coursework must be submitted to the Office of Human Resources immediately upon successful completion of the course.

Applying for Reimbursement:

To receive tuition reimbursement, the employee must submit the following:

- (1) an official transcript showing the completed course and grade earned,
- (2) a copy of the college/university bill showing the course payment and
- (3) the completed **Request For Reimbursement For College Credit** form

All documentation to include the Request for Reimbursement for College Credit, the official transcript reflecting successful completion of the approved course and a bill showing payment for the course must be received in the Office of Human Resources before reimbursement may be made. If you need to request a transcript from the college, please have it sent to your home address. You may open it to check for accuracy, retain a photocopy for your files, and basket mail the original to Human Resources. Do not have the transcript sent directly from the college/university to Human Resources separate from the application and the bill. If these items are sent separately, this may delay processing.

Payment Schedule:

All Documents Received By	Payment Will Be Made By
On or prior to September 15 October 15
On or prior to November 15 December 15
On or prior to February 15 March 15
On or prior to May 15 June 15

If the document deadline date falls on a weekend or holiday, the deadline will move to the next business day. Documentation received after the deadline will be paid on the next payment cycle. Payments will be made as long as the permanent employee is currently employed with AACPS at the time the coursework is taken and currently employed at the time the payment is to be made.

Additional request forms are available online at www.aacps.org, Human Resources, Employee Forms or www.aacps.org, Minerva, Forms, Human Resources. The official transcript and a photocopy of the tuition and fees bill must accompany the reimbursement form. If you require additional information, please call (410) 222-5078.