



Request for Approval of a Masters Program—Critical Shortage Area

(Program must lead to a degree)

Employee Name (Please print)		Last four digits of your Social Security Number	
Work Location		Position	
Area of Study	College Attending		Projected Date of Completion/Graduation

Conditions for Approval

Carefully review each statement below. Each statement must have your initials recorded indicating your understanding and agreement to the specified conditions in order to be approved for this program.

- _____ I am requesting full tuition reimbursement, up to the University of Maryland graduate tuition rate for seeking an advanced degree in a critical shortage area
- _____ I understand that I am incurring a four year service agreement with Anne Arundel County Public Schools (AACPS) from the date of completion of my program and that such service will be in the area of my degree subject to available positions in that area.
- _____ I have attached a copy of my master's program signed by my college advisor along with my letter of acceptance.
- _____ I have attached a written explanation of how this program will enhance my expertise on the job.
- _____ I understand that I may request reimbursement for up to six credits per semester, including summers, for a maximum of 18 credits per year. To be eligible for reimbursement, I must earn a grade of 'B' or better.
- _____ I understand that I am responsible for reimbursing AACPS in the event that I do not complete the program OR separate from AACPS prior to completing the 4-year service requirement OR separate from AACPS prior to the reimbursement date.
- _____ I understand that to receive reimbursement, I must apply at the end of each semester following the standard tuition reimbursement request procedures including submission of all required documents.

Applicant Signature	Date
Approval: Director of Human Resources	Date

Notes:

- You are eligible for the enhanced reimbursement from the date you are accepted into the program. The acceptance date is the Director's approval date listed above.
- In the event of an overpayment, AACPS/Human Resources reserves the right to remove the overpayment from an employee's subsequent paycheck.
- For a current list of declared critical shortage areas, please visit www.aacps.org, Teachers, Tuition Reimbursement.
- Please refer to the TAAAC agreement, Article 9(I) regarding the Unit I reimbursement for Critical Shortage Areas.

Submit application and written statement to: **Tuition Reimbursement – Human Resources**

Human Resources Use Only: Employee Copy ETRP File