



Request for Reimbursement for College Credits (All Units)

Please review the information sheet (on the second page of this document) prior to completing the request form.
NOTE: Do not submit this form for courses taken as part of an AACPS cohort.

How To Request Reimbursement

Human Resources/Tuition Reimbursement requires the documents below via email, inter-office mail, regular mail, or fax. The date the complete packet is received will determine when reimbursement will be made based on the document deadlines.

Complete this request form and submit with the following information:

- **Proof of payment**—A copy of the college/university account statement showing your name, the college name, the dates and name of course work taken, how much you were billed for tuition and it must show the payment as completed.
- **Transcript**—An original, official transcript (paper or electronic) showing the completed course and grade earned (copies not accepted).
E-transcripts must be sent directly from the college/university to AACPS's dedicated transcript email: hrcot@aacps.org.
- **Pre-approval form**—needed for Unit 3 or 4 for college coursework or for Professional Development Allowance (Units 5 or 6) requests.

Employee Name <i>Last</i>	<i>First</i>	<i>MI</i>	Employee ID
Work Location		University Attending	

Check One:

<input type="checkbox"/> Unit I	<input type="checkbox"/> Unit III	<input type="checkbox"/> Unit V	<i>Note: Units V & VI should not use this form to apply for a Professional Development Allowance. Please use the appropriate form found by going to www.aacps.org/Tuitionreimb</i>
<input type="checkbox"/> Unit II	<input type="checkbox"/> Unit IV	<input type="checkbox"/> Unit VI	

Under Section 127 of the Internal Revenue Code (IRC, Subtitle A, Chapter 1, Subchapter B, Part III, Section 127), tuition reimbursement amounts over \$5,250 in a calendar year are subject to tax, with the appropriate taxes withheld and reported in Box 1 of your W-2 as part of your wages.

Request Reimbursement: Masters in Critical Shortage Area program Career Related Doctoral program Regular tuition

Semester	Year	Course Code/No.	Course Title	Semester Credits	Official Transcript		Account Statement	Amount Paid for Course
					Hard Copy	Electronic		

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

<i>I attest that the information in this form is correct.</i>	<i>Employee Signature</i>	<i>Date</i>	HR Use Only <i>Date Received</i>
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Questions? Contact Anastasia Perillo aperillo@aacps.org (A–K) • Laurie Hanley ghanley@aacps.org (L–Z)

Please send required documentation to the Human Resources, Office of Tuition Reimbursement

Reimbursement of Tuition for College Courses – Information Sheet

Please review this information prior to completing the request form. Do not send this page with request.

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 provisions of the Negotiated Master Agreements. Please refer to the tuition reimbursement website, www.aacps.org/Tuitionreimb or appropriate area for details:

TAAAC (Unit 1) Negotiated Master Agreement, Article 9

AEL (Unit 2) Negotiated Master Agreement, Article 12

AFSCME (Unit 3) Negotiated Master Agreement, Article 18.10

SAAAAC (Unit 4) Negotiated Master Agreement, Article 14.6

Professional Support Staff (Unit 5) Approved by Board of Education.

See Tuition Reimbursement website for details.

Professional Support Staff (Unit 6) Approved by Board of Education.

See Tuition Reimbursement website for details.

Partnership/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 course, please contact the PDS Program and IHS Partnerships at 410-721-8308.

Reimbursement Overpayment: _____

Employees who receive reimbursement over what has been negotiated will be required to repay AACPS for the overage.

Payment Schedule: _____

All documents received on or prior to: — Payment will be made by:

September 15 — October 15

November 15 — December 15

February 15 — March 15

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 disbursed.

If you require additional information, please call 410-222-5078.