



# Request for Approval of a Career-Related Doctoral Program

Employee Name (Please print)		Employee ID (10 Digits)
Work Location	Position	
Area of Study	College Attending	Projected Date of Completion/Graduation

## Conditions of 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 have attached a **copy of my Doctoral program** along with my letter of acceptance.
- \_\_\_\_\_ I have attached a **written explanation** of how this program will provide enhancement of expertise in my position
- \_\_\_\_\_ I have reviewed my appropriate Negotiated Agreement (Unit II) or Board Policy (Units V & VI) related to the eligibility for number of credits reimbursed, grade requirements, and any other limitations.
- \_\_\_\_\_ 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: Chief Human Resources Officer	Date

Notes:

- You are eligible for the enhanced reimbursement from the date you are accepted into the program. The acceptance date is the Chief Human Resources Officer’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.
- Please refer to the AEL agreement, Article 12(l) regarding the Unit II reimbursement for college credit and Doctoral programs.

**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.**

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

Human Resources Use Only:     Employee Copy     ETRP     File