Request for Reimbursement for College Credits (All Units)

Please review the information sheet prior to completing the request form.

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

You must submit all required documents together or the packet will be returned to you.

To receive tuition reimbursement, the employee must submit this form as well as the following items in one packet to the Office of Human Resources before reimbursement may be made:

1. A copy of the college/university account statement which must show your name, the college name, the dates, name and/or course code/identification number of course work taken, how much you were billed for tuition and it must show the payment as completed.
2. Pre-approval from the HR Operations Specialist, if required by your Unit.
3. An official transcript showing the completed course and grade earned.
   a. If submitting a hard-copy, paper original,
      i. have it sent to your home address
      ii. open it and check for accuracy
      iii. retain a copy for your files
      iv. submit along with the request form & account summary to HR/Tuition Reimbursement.
   b. If submitting an electronic transcript,
      i. E-transcript must be sent directly from the college/university to HRCOT@aacps.org
      ii. Confirm that HR-Certification has received the e-transcript prior to submitting the reimbursement forms. Forms received without a transcript are returned.

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?  

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Employee ID</th>
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<table>
<thead>
<tr>
<th>Work Location</th>
<th>University Attending</th>
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</tbody>
</table>

Check One:  

- [ ] Unit I  
- [ ] Unit II  
- [ ] Unit III  
- [ ] Unit IV  
- [ ] Unit V  
- [ ] Unit VI  

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](http://www.aacps.org/Tuitionreimb)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
<th>Course Code/No.</th>
<th>Course Title</th>
<th>Semester Hours</th>
<th>Official Transcript</th>
<th>Account Statement</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>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?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

If yes, how much $ __________________

Please attach any documentation.

Employee Signature  
Date  
HR Use Only 
Date Received

Please send ALL required documentation together 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 I) Negotiated Master Agreement, Article 9
- AEL (Unit II) Negotiated Master Agreement, Article 12
- AFSCME (Unit III) Negotiated Master Agreement, Article 18.10
- SAAAAC (Unit IV) Negotiated Master Agreement, Article 14.6
- Professional Support Staff (Unit V) Approved by Board of Education. See Tuition Reimbursement website for details.
- Professional Support Staff (Unit VI) 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 Office of College/University partnerships at 410-721-8308.

Payment Schedule:

<table>
<thead>
<tr>
<th>All Documents Received By:</th>
<th>Payment Will Be Made By:</th>
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<tbody>
<tr>
<td>On or prior to September 15</td>
<td>October 15</td>
</tr>
<tr>
<td>On or prior to November 15</td>
<td>December 15</td>
</tr>
<tr>
<td>On or prior to February 15</td>
<td>March 15</td>
</tr>
<tr>
<td>On or prior to May 15</td>
<td>June 15</td>
</tr>
</tbody>
</table>

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.

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