

HOW TO APPLY FOR TUITION REIMBURSEMENT

The Baltimore County School System offers employees tuition reimbursement for the purpose of certification and educational enrichment. To review the system's policy refer to Rule 4148.

In order to receive reimbursement you should adhere to the following:

Complete a Tuition Reimbursement Form. Forms are available at all schools and can be secured by the schools or by going to BCPS website at: http://www.bcps.org/offices/personnel/certification/tuition_reimbursement.html

- Attach an official transcript or certificate for continuing education units, to the reimbursement form. Include social security numbers on all documents
- Attach a statement of fees (tuition statement) for all courses. Tax forms, cancelled checks, and credit card bills are not accepted. Proof of only the tuition cost is necessary.

The school system will reimburse up to nine (9) semester hours per fiscal year. The reimbursement cycle is from July 1 to June 30th. If a program requires more than nine hours per year appropriate documentation from the college must be submitted for further consideration. Cohort and/or partnership classes are part of the nine credits per year limit.

The current reimbursement rate is \$250 per semester hour. Reimbursement for completed course work can be expected approximately eight (8) to ten (10) weeks following the receipt of the appropriate documents by the Office of Certification. When reimbursement is not being requested, submit only the original grade report or transcript or the original certificate of completion for CEU's.

Questions may be directed to the Office of Certification at 410-887-4147. Additional information can be found at: http://www.bcps.org/offices/personnel/certification/tuition_reimbursement.html

Master Agreement language regarding **Article XV - Professional Growth & Training Reimbursement:**

15.1 The Board will reimburse teachers for tuition and fee charges up to two hundred fifty dollars (\$250) per credit provided that such courses have been approved by the Superintendent or his/her designee. There will be a limitation of nine (9) credits reimbursed per teacher per year. In programs requiring more than nine (9) credits per year the nine (9) credit limitation shall be waived.

15.2 Teachers involved in qualifying professional development activities or activities that lead to recertification or relicensure not providing college credit will be reimbursed for registration/enrollment costs on a credit equivalent basis. The Board will reimburse audiologists and speech/language pathologists an amount equal to the cost of renewal of their license, provided the audiologist or speech/language pathologist has completed all of the requirements for renewal of a license, or the employee provides audiology or speech/language pathology services on a third-party billing basis in a school.

15.3 The process for course approval and reimbursement, including necessary forms, will be available on the BCPS website and in each school office.

15.4 Any teacher on an approved leave of absence will be eligible for reimbursement of courses taken while on leave, in accordance with the other provisions of this Article.

15.5 This article shall be administered in accordance with rules and regulations as established by the Board and the administration.

Department of Personnel
Office of Certification
BALTIMORE COUNTY PUBLIC SCHOOLS
Towson, Maryland 21204

**REQUEST FOR REIMBURSEMENT
For Certificated and Licensed Employees
COLLEGE CREDIT/PROFESSIONAL
DEVELOPMENT ACTIVITIES**

USE THIS FORM ONLY WHEN REQUESTING REIMBURSEMENT.

NAME: Last First Maiden/Middle CURRENT TEACHING ASSIGNMENT

Social Security Number

Name of School or Office

School/Office ID #

This space is for office use only; do not write in this space.

Reimbursement
Total

Summer Semester _____
Year _____

Fall Semester _____
Year _____

Spring Semester _____
Year _____

Institution or
Sponsor

Dept. and
Course No.

Full Title Course/Activity

of Credits

Directions:

- Submit only one request for reimbursement.
- Submit signed and dated request with attachments, to the Office of Certification within 30 days of receipt of the course grade. Incomplete packets will be returned to you.
- Attachment 1: Official transcript (not grade slips) or CEU completion certificate from the organization
- Attachment 2: a tuition invoice or bill from the college with a breakdown of fees for all classes, both graduate and undergraduate. (Tax forms, cancelled checks, or credit card statements will not be accepted.)

Restrictions:

- A grade of "C" or better is required in order to receive reimbursement for a college course.
- There is a limit of nine (9) semester hours per fiscal year (July 1 – June 30) unless documentation is provided from the college that the program requires more than nine (9) semester hours during that time frame.
- The reimbursement cycle is Summer, Fall, Spring.
- Cohort and/or partnership classes are part of the nine (9) credit limit. Do not submit this form for courses where the college is paid directly by Baltimore County Schools.
- All coursework must be related to your current assignment, an anticipated educational assignment, or to the general field of education. In addition, all course work must first satisfy certification requirements.

Signature of Teacher

Date

Signature of Principal or Appropriate Administrator

Date

Comments from the Office of Certification: DO NOT WRITE IN THIS SPACE.

Forward the top two copies of this form only to the Office of Certification with required support documentation as described above.

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