

PERSONNEL: Professional

Compensation and Related Employee Benefits: Tuition Reimbursement

Reimbursement is available for college credits/fees and prorated continuing education units that are directly related to an employee's assignment or that satisfy Maryland State Department of Education certification requirements. The college must be accredited by a regional accrediting body approved by the Maryland State Department of Education.

To be eligible to receive reimbursement, employees must:

- 1) Be in active service at the time of the request.
- 2) Submit a Request for Reimbursement form signed by his/her principal or appropriate administrator.
- 3) Receive a grade of "C" or better.

It is each employee's responsibility to have an official grade report, transcript, or certificate of completion (for continuing education units) sent to the Office of Certification as soon as each course is completed.

Reimbursement for completed course work will be received upon receipt of the grade report, transcript, or certificate of completion.

An employee on an approved, unpaid leave may apply for reimbursement while on leave but will not be reimbursed until he/she returns to active service.

An employee on an approved sabbatical leave will receive reimbursement while on leave.

In the event that an employee is no longer in active service, yet has fulfilled the terms of his/her contract when the official grade report, transcript, or certificate of completion is available, he/she will be reimbursed provided the coursework was completed during the time when the employee was in active service.

Rule

Superintendent of Schools

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