

**Office of Organizational Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Upcounty Regional Services Center
12900 Middlebrook Road
Germantown, Maryland 20874**

TUITION REIMBURSEMENT PROCEDURES for SUPPORT STAFF

Select a class or course, ~~or workshop~~ that either:

- A) improves skills in your present job or B) prepares you for another specific MCPS position.

Complete a Reimbursement Inquiry using PDO if you are unsure if your class meets this rule.

To request tuition reimbursement, follow the steps below:

1. For each course, complete a request for reimbursement using PDO.
 - a. Log onto PDO at <http://pdo.mcpsmd.org>.
 - b. Click on the **Tuition Reimbursement** tab
 - c. Click on the **New Request** button
 - d. Select Support Staff using the pull down menu
 - e. Complete the form with your course information (complete a new form for each course)
 - f. Submit the form by selecting the **Save and Submit** button.
 - g. Print the form and Pony it to URSC/OOD with the receipt of payment and documentation of your grade.
 - h. You can monitor your request status from the Tuition Reimbursement tab in PDO.
 - i. All documentation for payment must be submitted to the Office of Organizational Development within 60 days of course completion.
2. You may apply for nine credit hours or equivalent per fiscal year (July 1 – June 30).
3. Send the PDO printout, receipt, and grade or certificate, etc. to the address above **WITHIN 60 DAYS** of the end of the class. **Forms may not be faxed.**

YOU WILL BE REIMBURSED FOR 50% OF TUITION AND INSTITUTIONALLY ASSESSED FEES IF:

- You are a permanent-status employee by the time the class ends
- You are not on long-term leave
- The class or course is appropriate (see items A and B above)
- You successfully complete a class/course taken at an accredited institution or approved non-credit program
- You complete the PDO request and submit the printout with your receipt and grade or certificate, etc. **within 60 days** after class completion
- You have not exceeded nine credits (or equivalent) this fiscal year

WHAT ABOUT BOOKS? Call the MCPS Professional Library at (301) 279-3227 for information. Depending on availability of funds, you may borrow a book or be reimbursed, if appropriate.

Still have questions? Call Linda Gray at (301) 353-8556.

Note: Reimbursement to ten-month employees for classes/courses taken during the summer is made in the fall, contingent upon return to permanent-status employment in MCPS.