

# Guidelines for MCAAP/MCBOA Tuition Reimbursement

Authority: MCAAP/BOE Negotiated Agreement, Article 13, Section B.3 and  
MCBOA/BOE Negotiated Agreement, Article 12, Section B.3

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## Purpose:

To set forth the criteria and procedures for tuition reimbursement in accordance with the current MCAAP/BOE and MCAAP-MCBOA/BOE Negotiated Agreements.

## Part A: Reimbursement Policy

- Eligible unit members are defined as full time MCAAP or MCBOA unit members. Unit members on sabbatical leave for academic study are not eligible for tuition reimbursement.
- **Requests for tuition reimbursement must be submitted to the Office of Organizational Development (OOD) within 60 days from the end of the course.** Courses/programs shall be university or college courses, which maintain or enhance skills as an administrator or supervisor or are those identified as needed by Montgomery County Public Schools (MCPS). These courses do not have to be graduate level courses. MCPS courses and audited courses are not eligible for reimbursement.
- Tuition reimbursement shall be an amount up to the equivalent of 50 percent of the cost of tuition at the University of Maryland, graduate or undergraduate as appropriate.
- A unit member is eligible for a maximum of nine (9) credit hours per fiscal year.
- The 9-credit-hour limitation may be waived for a specific year or years under the following conditions:
  - ✓ Completion of the requirements of an approved program requires enrollment in more than 9 credits during one or more years of the program, or MCPS approves enrollment in more than 9 credits in order to meet a specific school system need.
  - ✓ No reimbursement for additional credits outside the approved program will be approved until the total reimbursement from the first year of excess credits is less than the average of 9 credits per year.
  - ✓ If the employee retires or resigns prior to the time the average reduces to 9 credits per year, the employee will be required to repay MCPS for any excess reimbursement beyond the average of 9 credits per year from the first year of excess reimbursement.
  - ✓ In no event may the employee be reimbursed for more than 45 credits in the five-year period, beginning with the first year of excess reimbursement.
- Courses with letter grades require an A, B, or C for an undergraduate course and an A or B for a graduate course. Pass/fail courses will be reimbursed if the member receives a "pass."
- The unit member must submit grade and tuition payment documentation within 60 days of the end of the course. (Refer to Part D.) In the event there is an incomplete or a problem receiving a grade, the unit member must contact OOD promptly.
- Reimbursement will not be made for the cost of books, materials, lab fees, etc.
- Non-college training will be reimbursed by converting clock hours to credits, 15 clock hours equals one (1) credit. Prior approval for these classes is available if there is a question about whether the class is reimbursable or not.

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### Part B: Submission Procedures

- Log onto PDO at <http://pdo.mcpsmd.org>.
- Click on the **Tuition Reimbursement** tab
- Click on the **New Request** button
- Select **A&S** using the pull down menu
- Complete the form with the course information (complete a new form for each course)
- Submit the form by selecting the **Save and Submit** button.
- Print the form and Pony it to URSC/OOD with the receipt of payment and documentation of grade.

**NOTE: No requests will be processed without proof of payment and documentation of grade.**

- Monitor the request status from the **Tuition Reimbursement** tab in PDO.
- All documentation for payment must be submitted to the Office of Organizational Development within 60 days of course completion. In the event there is an incomplete or a problem receiving a grade, the unit member must contact Organizational Development immediately.

### Part C: Processing requests

- Tuition reimbursement requests will be date stamped by OOD on the day of receipt.
- A record of requests will be maintained by OOD to assure unit members meet the eligibility and time requirements as set forth in the procedures.
- Organizational Development shall complete the approval process and update the request status in PDO.
- Organizational Development shall generate a pay memo and submit it to the MCPS Controller for processing.
- Payment will be disbursed by the same method as the unit member's payroll check.

### Part D: Documentation for Payment

- All documentation must be submitted to and date stamped by OOD within 60 days of the completion of the course. In the event there is an incomplete or a problem receiving the grade, the unit member must contact Organizational Development promptly.
- Documentation must include the following:
  1. **Printed online transcript, original grade slip, or photocopy of the grade slip** showing approved course and grade. Original grade slips will be forwarded to certification.
  2. **Proof of payment showing that the full tuition amount was paid.** Stamped and/or signed university receipt, cancelled check (both front and back), or a credit card statement (showing the unit member's name) will be accepted.
  3. **PDO Printout of Reimbursement Request.**

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### **For Further Information:**

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