



Student Withdraws from Partnership Program

2/25/08

University representative notifies withdrawing student of financial obligation prior to withdrawing and sends e-mail notification to Office of Human Resources:
Director: ([Jane Woodburn@mcpsmd.org](mailto:Jane.Woodburn@mcpsmd.org))
Data Processor: ([Kathleen Erkert@mcpsmd.org](mailto:Kathleen.Erkert@mcpsmd.org))

University representative prepares a packet of information for the Office of Human Resources containing following withdrawing student's information:

- signed Conditions of Awards and/or Student Partnership Commitment Agreement; and
- outstanding financial obligation information.

University representative mails or delivers the packet of information to:
Kathleen Erkert
Office of Human Resources
7361 Calhoun Place, Suite 401
Rockville, Maryland 20855

Withdrawing student is contacted by the Office of Human Resource to arrange repayment schedule for outstanding partnership funds.

Student repays Montgomery County Public Schools (MCPS) amount due or makes MCPS approved financial arrangements to repay outstanding debt to MCPS.

Yes

No

Office of Human Resources sends letter to withdrawing student confirming financial repayment arrangements.



Questions: Contact the Department of Recruitment and Staffing,
Office of Human Resources,
7361 Calhoun Place, Suite 401,
Rockville, Maryland 20855
301-279-3947

Student's withdrawal request, paperwork, and debt is reviewed by the MCPS associate superintendent for the Offices of Human Resources and the Chief Operating Officer prior to forwarding to the MCPS Office of the Controller for referral to collection agency.