

MCAAP/MCBOA Tuition Reimbursement

The Board agrees to support a tuition reimbursement program for full-time unit members, with the following conditions:

- a. Eligible unit members as described above may request tuition reimbursement for university and college courses approved by the Office of Human Resources and Development.
- b. Reimbursement shall be for courses that will enable unit members to continue their professional development and to maintain or increase their skills as administrators or supervisors in their employment with MCPS. Courses identified as needed by MCPS also are covered. Some education and training, which can either increase unit members' effectiveness in their current positions or can assist them to prepare for other positions within MCPS, may be available through other educational institutions or agencies. Such courses usually are offered for credit at schools, adult education institutions, or other agencies.
- c. The unit member must achieve a satisfactory grade. A satisfactory grade is defined as a "B" or better for a graduate course, a "C" or better for an undergraduate course, and a "pass" for a pass/fail course. Documentation (course grade and proof of payment) must be submitted within sixty (60) days of the end of the course.
- d. Reimbursement shall cover actual tuition only and not the cost of books or other materials.
- e. Noncollege training will be reimbursed by converting clock hours to credits, 15 clock hours equals one (1) credit. Prior approval for these classes is available, and encouraged, if there is a question about whether the class is reimbursable or not.
- f. Reimbursement shall not exceed 50 percent of the current cost of in-state tuition at the University of Maryland, College Park, up to a maximum of nine (9) hours credit per fiscal year for courses not currently offered by the in service program. Reimbursement will be based on graduate or undergraduate tuition rates, depending upon the level of the course or program being reimbursed.
- g. The 9-credit-hour limitation may be waived for a specific year or years under the following conditions:
 - (1) 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.
 - (2) 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 an average of 9 credits per year.
 - (3) 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.
 - (4) 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.
- h. Employees generally will not be reimbursed for outside courses or training if such courses are also offered by MCPS and are available to the employees in the unit. Exceptions will be made for credits that are needed as part of a degree, certificate, or professional development program in which the employee is enrolled, if the MCPS course would not be counted and the credits would otherwise be reimbursable. Exceptions also may be made for other valid reasons (e.g., the MCPS courses are full and unavailable).