Tuition Reimbursement
45 West Gude Drive, Suite 2100
Rockville, MD 20850 301-315-7383

Please remember that all documentation must be received in the Office of Human Resources and Development, Tuition Reimbursement Unit, within 60 days of your course end date. The 60-day deadline is part of all negotiated agreements and will be strictly enforced. There are no exceptions. The Office of Human Resources and Development has final reimbursement approval for all coursework.
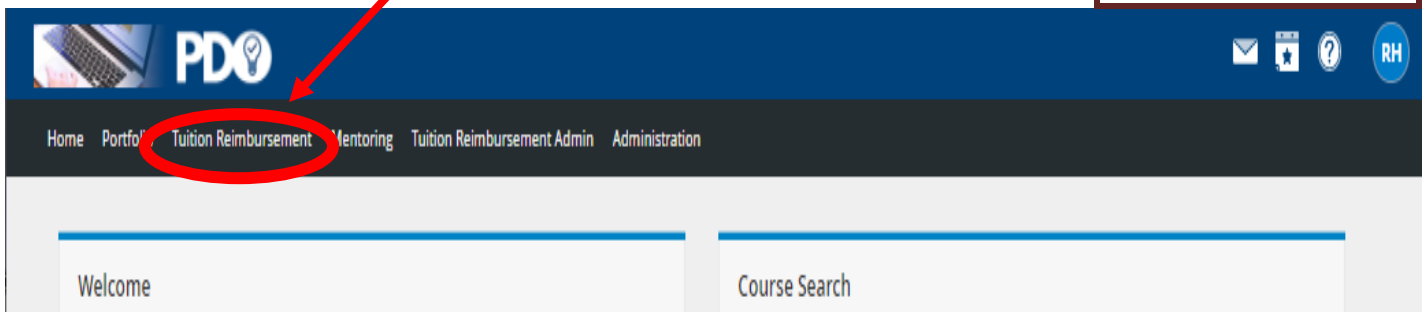
How to Submit Tuition Reimbursement through PDO

1. Log onto the Professional Development Online (PDO) system. The link is below.
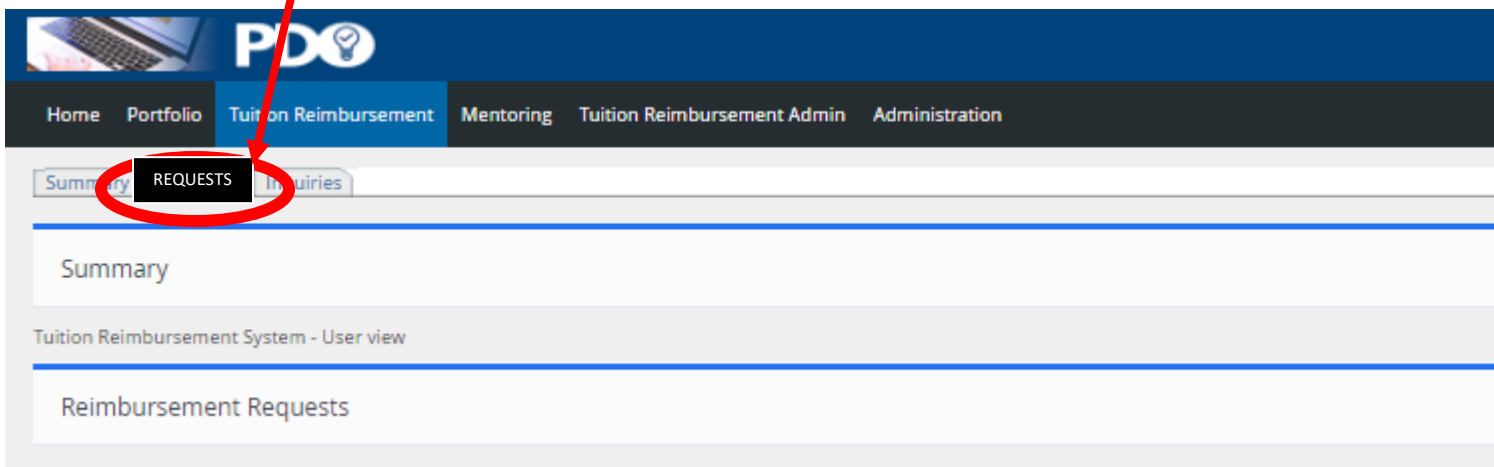   https://pdo.mcpsmd.org/ia/empari/tab/home

NOTE:
If you do not have a PDO login, contact the MCPS Help Desk at 301-517-5800.
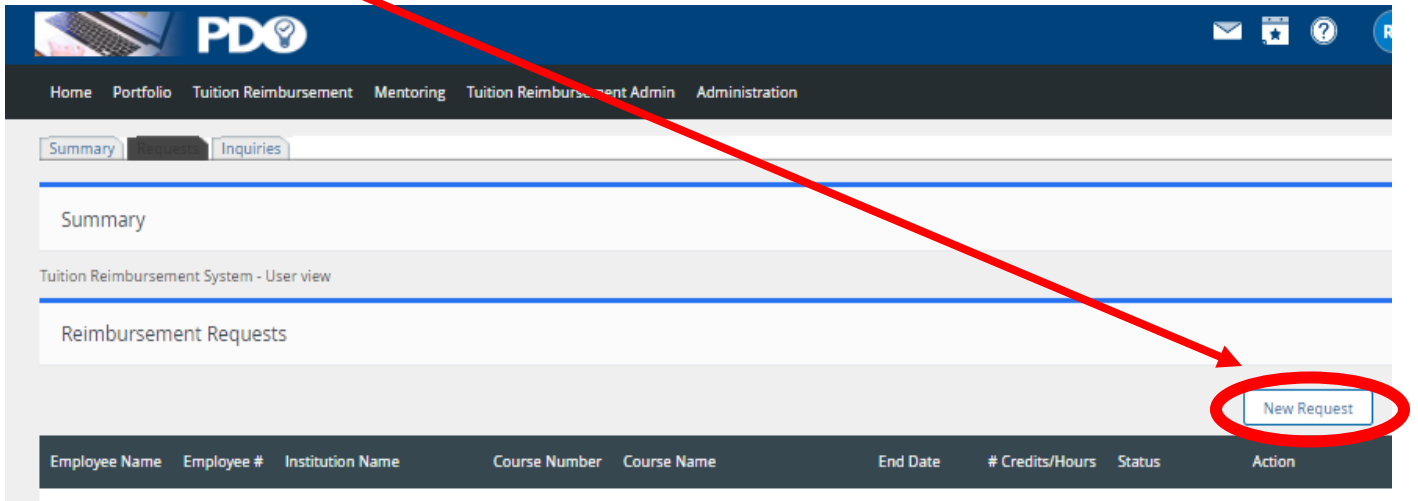
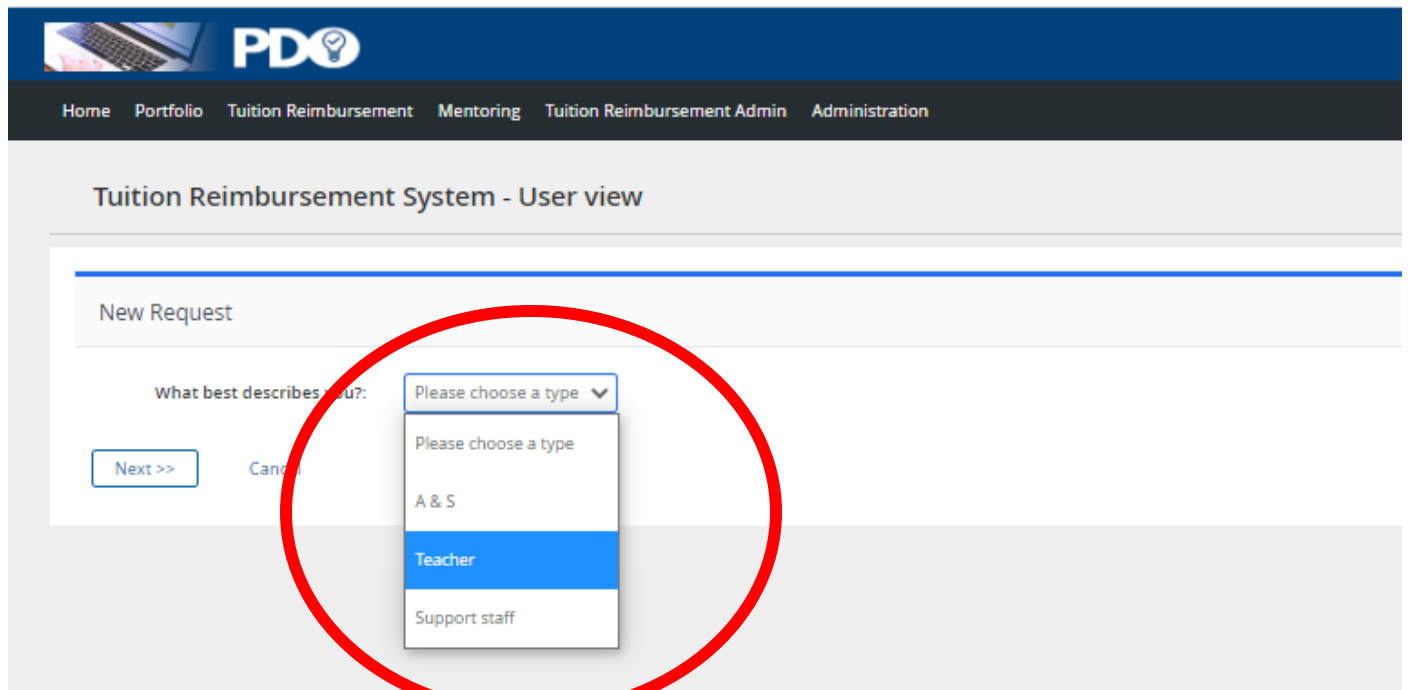2. Select the Tuition Reimbursement tab.

3. Select the requests tab.

4. **Select "New Request"**

5. **Please choose what best describes you. This is determined by the union representation of your position. I.e. MCAAP, MCEA or SEIU. This will move you to the correct application page.**

6. **Carefully read the instructions at the top of the application.**

"Requests for reimbursement must be received within 60 days of the course completion.
Do not complete this form until you have finished your course.
Submitting this form on PDO does not complete your application process.

You must print out this PDO form and send it to the tuition reimbursement unit along with your supporting documentation before the tuition reimbursement unit will begin to process your application."

7. **Fill out the form carefully answering each question accurately.**

8. **Please take care to select the correct type of course. The system calculates your reimbursement based on the type of course you select. If you select the wrong type of course (example, undergraduate vs. graduate) the system will not calculate the correct reimbursement amount. Your application will be marked "not approved" and this status will not change. In this situation, you cannot change your application, you will have to enter a new application for this course.**

9. **Please take care to put the correct name and number of your course. This information is checked against your transcript, your tuition bill, and previous course work you have submitted. If it is entered incorrectly, it may delay the processing of your application or cause it to be denied.**

10. **Please take care to put the correct end date for your course in. This date is checked against your payments and against the transcript information. If it is entered incorrectly, it may delay the processing of your application or cause it to be denied. <u>Do not submit an application for a course you have not completed yet!</u>**

11. **Please enter the correct amount of credits. These credits are checked against your transcript and used along with the tuition amount, to calculate the per credit cost. If this is entered incorrectly, your reimbursement will not calculate accurately. This may delay the processing of your application or cause it to be denied. Additionally, these are the credits that the system uses to calculate your allowable credits for the fiscal year.**

Non credit classroom hours(enter 0 if none):

Semester Credits(enter 0 if none):

12. **Please enter the correct semester. This information is compared to your transcript. If it is entered incorrectly, it may delay the processing of your application or cause it to be denied.**

Semester: Spring

Spring

Tuition:

Summer

Fees:

Fall

Grade:

13. **Please enter the cost for TUITION only. Do not enter the total cost of your bill from the institution if it included fees or materials. There is a separate place to enter fees. If these amounts are entered incorrectly, the system will not calculate your reimbursement amount correctly. This may delay the processing of your application or may cause it to be denied. Note: <u>MCEA unit members are allowed reimbursement for tuition only. These unit members are not eligible to be reimbursed for fees.</u>**

Tuition: $ 0.00

Fees: $ 0.00

14. **Please use the comment box to provide any pertinent information for the processor such as, "This course is part of my Hood Admin cohort". Or "I have been approved for accelerated tuition reimbursement". Please note: Only MCPS can approve accelerated reimbursement. Enrollment in an accelerated program through a specific university does not mean you have been approved for accelerated tuition reimbursement.**
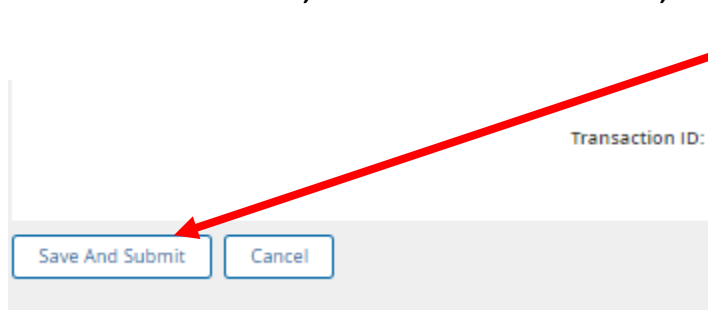
Tuition Paid: $ 1,671.00

Degree name: MS in Education Curriculum, Instruc

Is this for a Salary Lane Advancement?: Yes

Type of degree this course is being credited toward: Masters

Comments:

15. At the end of the form, at the bottom left hand side, hit the "save and submit" button.

16. Please read the final instructions carefully.

"IMPORTANT: To complete the application process **send the following via USPS mail**, or you may upload your documentation at https://docs.google.com/forms/d/e/1FAIpQLSd_whLrA_Dx29CMWgxkhA-haKNAuf9bRw2OIsPYdrs-woLMoA/viewform?usp=sf_link:

a) This PDO form.
b) Your unofficial transcript showing credits earned with an eligible grade of A or B with your name preprinted.
c) Your university's **detailed account summary showing the class name, charges for tuition, fees, scholarships and grants, as well as the amount and form of payment.** The summary must have your name preprinted on the document.
d) Your proof of payment via check, debit card, credit card or other form of electronic payment.

ALL FORMS OF PAYMENT MUST BE FROM AN ACCOUNT WITH YOUR NAME ON IT.

Print a copy of this form and send it with the items listed above within 60 days of class end date, via USPS mail to:

<div align="center">

Montgomery County Public Schools
45 W. Gude Drive, Ste, 2100
Tuition Reimbursement
Rockville, MD 20850

</div>

You may press Continue to return to the Tuition Reimbursement Tab where you can print the request at another time.

Please remember that the tuition reimbursement unit will not begin to process your application without a hard copy of this PDO form and all supporting documentation.

17. Please Note:
 YOU WILL NOT BE REIMBURSED UNLESS ALL DOCUMENTS HAVE BEEN RECEIVED WITHIN 60 DAYS OF THE LAST DAY OF YOUR CLASS. Please ensure that your name is preprinted on *all documentation*.

18. **<u>You will receive three PDO e-mails.</u>**

      i. When you first submit your application in the system, you will receive a message from PDO that says

         "A refund reimbursement request that you have submitted has changed status.

         The new status is: **Submitted, pending paperwork**"

         This message is the system acknowledging that you have filled out an application.

      ii. When the tuition reimbursement unit has received your PDO application and supporting documentation, you will receive a second email that says

         "A refund reimbursement request that you have submitted has changed status.

         The new status is: **Paperwork received**

         Comments: Please allow 6 to 8 weeks for processing."

      iii. When the tuition reimbursement processor has completed processing your application, you will receive a 3rd email from PDO that says

         "A refund reimbursement request that you have submitted has changed status.

         The new status is: **Pending HR approval**"

      This message is letting you know that your application has been forwarded to the Associate Superintendent of the Office of Human Resources and Development for review and approval.

      iv. When the Associate has reviewed and approved your application, you will receive a final email message from PDO that says

         "A refund reimbursement request that you have submitted has changed status.

         The new status is: **Sent to Controller**"

      This message is letting you know that your application has been sent to the accounting office to issue reimbursement.

19. If your application is incomplete, you have exceeded your credits or you have an ineligible course, you will receive a message from PDO that says

         "A refund reimbursement request that you have submitted has changed status.

         The new status is: **Not Approved**"

         There will be an explanation of why your application is denied that accompanies this message.

20. **Until you receive the email showing an approved status – your request is still being processed.**

Once you have received the last e-mail, it can take three to four weeks for accounting to process your payment. You will receive an e-mail from a workflow mailer that your money has been deposited. Three days after you receive the e-mail from the workflow mailer, your money should be deposited into the same account that your paycheck is directly deposited into.