

REQUEST FOR TUITION REIMBURSEMENT

College Credit Reimbursement

Employees will be reimbursed for six (6) college credits from July 1 of one year to June 30 of the following year. The maximum rate of reimbursement at a four-year institution will be adjusted to be the tuition rate set by Frostburg State University for undergraduate and graduate courses. The maximum rate of reimbursement at a two-year institution will be adjusted to be the tuition rate set by Garrett College. Reimbursement for courses taken through other institutions or agencies may not exceed the maximum rates of reimbursement or the actual invoiced cost of the course. All courses taken must have prior approval of the appropriate supervisor.

Conditions of Reimbursement

In order to be entitled to reimbursement, the bargaining unit member must meet the following conditions:

1. The bargaining unit member must be employed with the Board of Education. He/she must be actively employed to receive reimbursement for classes taken during the summer.
2. Credits must be earned at an accredited institution.
3. A grade of "B" or better must be earned in the course or a passing grade in a pass/fail course.
4. Credits earned must contribute toward the securing of a Bachelor's Degree and/or obtaining of a Maryland teaching certificate.
5. Any courses not covered in Item 4 must have prior approval, in writing, from the Office of Human Resources and Employee Relations.
6. Claims for reimbursement must be submitted by September 15, January 15, and June 15 of each school year. Reimbursement shall be made during the following month.

Any financial assistance or allowance received for tuition from any source will be deducted from the amount the bargaining unit member would have been reimbursed according to the guidelines above.

NAME _____	EMPLOYEE ID NUMBER _____		
ADDRESS _____	SCHOOL _____		
CITY, STATE, ZIP _____			
COURSE NUMBER: _____	CLASS NAME: _____	CREDITS: _____	
COURSE NUMBER: _____	CLASS NAME: _____	CREDITS: _____	
REIMBURSEMENT PERIOD (Check one)	<input type="checkbox"/> January 15	<input type="checkbox"/> June 15	<input type="checkbox"/> September 15

ITEMS TO BE ATTACHED TO THIS REIMBURSEMENT REQUEST:

- Frostburg State University or Garrett College Tuition Reimbursement
 - Unofficial transcript or grade report is acceptable (circle or highlight the course for which you are requesting reimbursement)
 - Tuition bill or receipt showing charge and payment for course work
- All other educational institutions:
 - Official transcript
 - Tuition bill or receipt showing charge and payment for course work

Please be certain you have provided the required documents to process your request. **Incomplete requests will be processed during the next reimbursement cycle.**