



Request for Reimbursement for College Credits (All Units)

Please review the information sheet prior to completing the request form.
NOTE: Do not submit this form for courses taken as part of an AACPS cohort.

You must submit all required documents together or the packet will be returned to you.

To receive tuition reimbursement, the employee must submit this form as well as the following items in one packet to the Office of Human Resources before reimbursement may be made:

1. A copy of the college/university account statement which must show your name, the college name, the dates, name and/or course code/identification number of course work taken, how much you were billed for tuition and it must show the payment as completed.
2. Pre-approval from the HR Operations Specialist, if required by your Unit.
3. An official transcript showing the completed course and grade earned.
 - a. If submitting a hard-copy, paper original,
 - i. have it sent to your home address
 - ii. open it and check for accuracy
 - iii. retain a copy for your files
 - iv. submit along with the request form & account summary to HR/Tuition Reimbursement.
 - b. If submitting an electronic transcript,
 - i. E-transcript must be sent directly from the college/university to **HRCOT@aacps.org**
 - ii. Confirm that HR-Certification has received the e-transcript prior to submitting the reimbursement forms. Forms received without a transcript are returned.

Employee Name <i>Last</i>	<i>First</i>	<i>MI</i>	Employee ID
Work Location		University Attending	

Check One:

Unit I
 Unit III
 Unit V
 Note: Units V & VI should not use this form to apply for a Professional Development Allowance.
 Unit II
 Unit IV
 Unit VI
 Please use the appropriate form found by going to www.aacps.org/Tuitionreimb

Semester	Year	Course Code/No.	Course Title	Semester Hours	Official Transcript Required		Account Statement Required
					Hard Copy	Electronic	

Did you receive a federal or state grant, scholarship or discount for all or part of the expenses incurred in taking any of these courses?
 No
 Yes
 If yes, how much \$ _____
Please attach any documentation.

Employee Signature	Date	HR Use Only Date Received
--------------------	------	-------------------------------------

Please send ALL required documentation together to the Human Resources, Office of Tuition Reimbursement

Reimbursement of Tuition for College Courses – Information Sheet

Please review this information prior to completing the request form. Do not send this page with request.

Employees of Anne Arundel County Public Schools (AACPS) are eligible for reimbursement for college coursework taken while employed with AACPS. Reimbursement shall be made in accordance with provisions of the Negotiated Master Agreements. Please refer to the tuition reimbursement website, www.aacps.org/Tuitionreimb or appropriate area for details:

TAAAC (Unit I) Negotiated Master Agreement, Article 9

AEL (Unit II) Negotiated Master Agreement, Article 12

AFSCME (Unit III) Negotiated Master Agreement, Article 18.10

SAAAAC (Unit IV) Negotiated Master Agreement, Article 14.6

Professional Support Staff (Unit V) Approved by Board of Education.

See Tuition Reimbursement website for details.

Professional Support Staff (Unit VI) Approved by Board of Education.

See Tuition Reimbursement website for details.

Partnership/Cohort participants may not submit for tuition reimbursement for the courses paid by the partnership. Courses offered through an AACPS/college partnership cohort are directly billed to AACPS by the participating college; therefore, an individual reimbursement form may not be submitted for any of the cohort courses. If there is a question as to whether a specific course is a cohort course or if any fees were paid directly to the college for course, please contact the Office of College/University partnerships at 410-721-8308.

Payment Schedule:

All Documents Received By:	Payment Will Be Made By:
On or prior to September 15	October 15
On or prior to November 15	December 15
On or prior to February 15	March 15
On or prior to May 15	June 15

If the document deadline date falls on a weekend or holiday, the deadline will move to the next business day. Documentation received after the deadline will be paid on the next payment cycle.

Payments will be made as long as the permanent employee is currently employed with AACPS at the time the coursework is taken and currently employed at the time the payment is to be made.

If you require additional information, please call 410-222-5078.