
TUITION REIMBURSEMENT PROCEDURES FOR TEACHERS

Per Article 18.6 of the Teacher's Negotiated Agreement, the Board will reimburse all unit members for a maximum of nine (9) credit hours at \$350 per credit hour earned while participating in a pre-approved course of study. Reimbursement requests will be processed only for grades of "B" or higher. The unit member shall file the completed request for tuition reimbursement with the Board by the following dates: October 15th for Summer courses, March 15th for Fall courses, and July 15th for Spring courses. Unit members may request reimbursement for up to three (3) additional credit hours subject to available funds and payable at the end of the fiscal year. Employees receiving tuition reimbursement will commit to a minimum of two (2) years of subsequent continued employment with WCPS. **See Negotiated Agreement, Article 18.6, for complete reimbursement guidelines.**

In order to receive tuition reimbursement, the course must have been pre-approved on a Course Approval Form. Course Approval Forms are on file in the school offices or may be requested by contacting the Human Resources Certification Office.

Tuition reimbursement request packets must be complete in order for reimbursement to be processed. When requesting reimbursement, submit the following items together:

- 1) **Tuition Reimbursement Request Form-Professional** - These forms are on file in your school office. They may also be downloaded from the Human Resources section of the WCPS website.
- 2) **Proof of Payment** - This may be a financial statement from the college/university, bank statement, copy of a check, or a credit card statement. Name must be printed on the statement.
- 3) **Official Transcript** - When requesting an official transcript, have the college/university mail the official transcript to your home address and then forward it to the Certification Office as part of the reimbursement request packet. If the official transcript is being sent electronically, it must be sent directly from the college/university to certification@wcps.k12.md.us.

Please be advised that incomplete packets will not be accepted. If the above mentioned items are not together, your paperwork will be sent back to you. All completed packets will be processed on a first come- first served basis.

For assistance or information, please email the office of:
Lindsey Darr
Coordinator of Human Resources: Teacher Personnel
certification@wcps.k12.md.us