

**Administrative Procedures for Policy #6110 (Personnel)
Regarding Reimbursement of Tuition, Coursework, and Training
for Professional and Educational Support Employees**

I. Definitions

- A. Tuition cost – tuition paid for earning credit, excluding associated costs such as textbooks, registration, and campus fees
- B. Tuition Reimbursement – an employer-paid benefit designed to pay all or a portion of tuition cost for pre-approved coursework completed by employees.
- C. Approved college/university – an institution of higher education whose programs and/or courses are recognized by the Maryland State Department of Education.

II. Regulations

A. Eligibility

1. Administrators and Supervisors are eligible for tuition reimbursement in accordance with the Agreement between the Board of Education of Calvert County and the Calvert Association of Supervisors and Administrators.
2. Teachers are eligible for tuition reimbursement in accordance with the Agreement between the Calvert Education Association and the Board of Education of Calvert County.
3. Teachers currently holding an Advanced Professional Certificate and a Master's degree may receive reimbursement for only six (6) semester hours of coursework required for certificate renewal.
4. Licensed professional employees completing coursework with a grade of "B" or better or continuing education units required for license renewal are eligible for up to 1/5 of the maximum annual tuition reimbursement allowance (\$610.00) in a given fiscal year as indicated in the Agreement between the Calvert Education Association and the Board of Education of Calvert County.
5. Educational Support Employees are eligible for tuition reimbursement in accordance with the Agreement between the Calvert Association of Educational Support Staff and the Board of Education of Calvert County.
6. An employee who does not earn the requisite grade in a given course will be responsible for paying the related tuition cost in lieu of Calvert County Public Schools (CCPS) paying either the direct billing or tuition reimbursement cost.
7. Any employee enrolled in a course for which she/he received tuition, financial assistance, or payment from an entity other than CCPS shall not be eligible for reimbursement.

- 8. An employee must be actively employed during the time of coursework and during the reimbursement period to be eligible for tuition reimbursement.
- B. Direct Billing and Reimbursement for Tuition Paid
 - 1. Employees electing the direct billing option do not pay any “up front” tuition cost. The college/university bills CCPS after the employee completes the coursework. The direct billing option is limited to only those colleges/universities that have agreed to accept direct billing payment from CCPS.
 - 2. Employees using the Direct Billing process will be billed for any amounts over their annual allocation in July of the next fiscal year.
 - 3. Employees electing to pay the cost of tuition (i.e., not electing the direct billing option) must have coursework pre-approved. These employees may submit a completed request for tuition reimbursement, along with the required documents noted in Section D.i. below, upon satisfactory completion of the coursework with a grade of “B” or better for CASA and CEA employees and a grade of “C” or better for CAESS employees.
 - C. Pre-approval
 - 1. For administrators and supervisors not electing the direct billing option, pre-approval of coursework is required. These employees must submit a completed “Request for Pre-approval of College Coursework - Administrators and Supervisors” form to the Human Resources Department prior to course registration.
 - 2. For teachers and licensed professional employees not electing the direct billing option, pre-approval of coursework is required. These employees must submit a completed “Request for Pre-approval of College Coursework - Teachers and Licensed Professional Employees” form to the Human Resources Department prior to course registration.
 - 3. For support employees not electing the direct billing option, pre-approval of coursework is required. These employees must submit a completed “Request for Pre-approval of College Coursework Support Employees” form to the Human Resources Department prior to course registration.
 - 4. Forms to request pre-approval of college coursework are available on the Human Resources site of “Office 365.”
 - D. Deadlines
 - 1. Eligible Calvert County Public Schools’ employees not electing the direct billing option must submit an original grade slip or official transcript, a receipt for payment in full of actual tuition-only costs, and the appropriate completed “Request for Tuition Reimbursement...form for their position type to the Human Resources Department on or before the following deadlines.
 - a. Summer Courses October 15
 - b. Fall/Winter Courses February 15

- c. Spring Courses June 15
- 2. Tuition reimbursement checks will be issued from the Finance Department on the following dates:
 - a. Summer Courses On or about November 15
 - b. Fall/Winter Courses On or about March 15
 - c. Spring Courses On or about June 30
- E. The annual tuition reimbursement allowance is calculated based on the total amount reimbursed for summer, fall/winter, and spring coursework in a given fiscal year (July 1 to June 30).
- F. Copies of grades slips and/or unofficial transcripts are not acceptable for tuition reimbursement.
- G. Forms to request tuition reimbursement are available on the Human Resources site of "Office 365."