

Mount St. Mary's University  
And  
Carroll County Public Schools

Direct Pay Release Form

By giving permission to Mount St. Mary's University for grades and/or transcripts to be released to Carroll County Public Schools (CCPS) for the purpose of tuition reimbursement, it allows CCPS to pay Mount St. Mary's University directly upon successful completion of approved coursework, with a grade of "B" or better. Students will be responsible to pay Mount St. Mary's University directly for any outstanding tuition and/or fees not approved or covered by CCPS.

I hereby authorize Mount St. Mary's University to notify Carroll County Public Schools of my grades received during my participation in the Mount St. Mary's University/CCPS Direct Pay Plan for a given semester or term.

I understand that I am financially responsible for and agree to pay all charges incurred by me at Mount St. Mary's University if I withdraw from a course (and receive a grade of "W"), receive a grade of less than "B", and for any tuition and fees not covered by CCPS. In the event that my account becomes delinquent, I understand that I will be liable for collection costs and any late fees assessed.

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Dates: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

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*Please return back to CCPS Human Resources Department for pre-approval for the course. CCPS will forward completed form to MSM and copy employee.*

CCPS Approval Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_