

# Tuition Reimbursement

## *Portal Updates & General Reminders – November 2022*

### Tuition Reimbursement Portal Updates

Technology Services has updated our tuition reimbursement portal to better support / clarify for our employees using direct billing benefits at participating colleges and universities. Direct billing is currently available for **ALL CLASSES** at McDaniel College and Mount Saint Mary's University. From time to time, there may be select cohorts through other institutions that provide direct bill. If you believe the program you are enrolled in offers that benefit, you can reach out to [tuitionreimbursement@carrollk12.org](mailto:tuitionreimbursement@carrollk12.org) to confirm.

If you wish to utilize the direct billing benefit, you will now see a box to check on your tuition reimbursement request that says "direct bill." You will also want to check the "cohort" box as that gives permission for the school and CCPS to communicate directly about that course. Once approved by Human Resources, please **DO NOT** submit a bill or invoice – simply leave your status as approved. Employees pre-approved for courses will be shared with participating colleges / universities so they are aware and can credit your account accordingly. At the end of the semester, the college or university will bill CCPS and we will pay them directly as long as you have funds remaining for the fiscal year and earn a B or better in the course. Your status will then update to say "direct bill" so you can continue to track the amount that has been paid on your behalf.

Please remember that direct billing and cohort participation with schools are still subject to the maximum limits for tuition reimbursement which can be found as your "initial balance" in the tuition reimbursement portal and are also located in your master agreement. In addition, official transcripts need to be submitted to [tuitionreimbursement@carrollk12.org](mailto:tuitionreimbursement@carrollk12.org) for credits to be added to the HR Center.

### General Tuition Reimbursement Reminders

- Only invoices / receipts for courses should be uploaded in the tuition reimbursement system. Copies of official transcripts should be emailed to [tuitionreimbursement@carrollk12.org](mailto:tuitionreimbursement@carrollk12.org).
- Tuition reimbursement is only applicable for courses that carry college (undergraduate or graduate) courses and certain pre-approved MSDE courses.
- The fiscal year that the tuition reimbursement falls in is determined by when the course finishes. Courses that are completed by June 30, 2023 will be charged to FY23 while those ending on or after July 1, 2023 will be charged to FY24.
- If you believe completion of the course you submitted for reimbursement also qualifies you for a lane change, please request the lane change by contacting Kristi Reppe at [kristireppe@carrollk12.org](mailto:kristireppe@carrollk12.org). Lane changes are not reviewed automatically.