

McDaniel Direct Billing FAQs for Tuition Reimbursement

How do I let Human Resources know that I'm planning to use direct billing for my class?

Employees must still complete a tuition reimbursement request in the portal. If you are unfamiliar with the system, you can access step-by-step instructions and screenshots on the CCPS website [here](#). Please be sure to check the direct billing box on the request to indicate your intention. Once your request is approved, you will receive an email from the system indicating approval and we will share your request to apply direct billing with the Bursar's Office at McDaniel.

Does direct billing cover fees?

No. Any administrative fees, transcript fees, etc. charged by McDaniel are not eligible for direct bill. McDaniel will require payment out of pocket for those.

Do I still have a limit on my tuition reimbursement funds if I'm using direct bill and / or taking cohort classes in partnership between CCPS and McDaniel?

Yes. Maximum tuition reimbursement amounts are set by the master agreement each year and cannot be exceeded. Please be mindful of tuition amounts when scheduling classes and enrolling in programs. You can refer to your master agreement or the tuition reimbursement portal for the current amount of tuition reimbursement funds available.

Do I need to upload a receipt / invoice?

No. McDaniel will send us a bill at the end of the semester itemized for all employees. Once your status is marked as "approved" in the system, you don't need to enter any more information into the portal. Your status will change to "direct bill" once we receive the bill and pay McDaniel.

Do I need to send a transcript to Human Resources?

Yes, in order for credits to be added to the HR Center for recertification and / or lane change eligibility, we must have official transcripts. We will pay McDaniel's bill on your behalf without the official transcript as McDaniel indicates to us on the statement that you have successfully completed the class. If we pay a bill for you, but have not received an official transcript, you will see the course listed in the HR Center showing as 0 credits. Transcripts can be emailed to tuitionreimbursement@carrollk12.org.

Running into problems?

- CCPS Human Resources
 - Kristi Reppe, x3071
 - tuitionreimbursement@carrollk12.org
- McDaniel College Bursar's Office
 - Cathy Boyd, 410-857-2208
 - bursaroffice@mcdaniel.edu